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ABSTRACT

This compilation presents over 150 resumes of instructional materials in health occupations education which have appeared quarterly in "Abstracts of Instructional Materials in Vocational and Technical Education" (AIM), Fall 1967 through Fall 1971. Resumes cover a broad range of fields and occupations, such as dentistry, dietetics, nursing, paramedical occupations, health personnel, and pharmacy. The resumes are arranged in ascending order according to an accession number and include the following information: (1) author(s), (2) title, (3) institutional source, (4) sponsoring agency, (5) grant, contract, and program area numbers, (6) report and bureau numbers, (7) available sources, (8) descriptors and identifiers which characterize the contents of the document, and (9) an abstract of the document. Author, subject, and conversion of document number indexes are included to help locate the abstracts by page number and accession number. The full texts of documents are available from the original sources or from ERIC Document Reproduction Service (EDRS) as microfiche or xerox reproductions. A sample resume and ordering information for AIM and EDRS reproduction are provided in an introductory section. (SB)

ED 062575

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HEALTH OCCUPATIONS EDUCATION

from AIM 1967-1971

1

BIBLIOGRAPHY SERIES NO. 11

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- Providing a national information storage, retrieval and dissemination system for vocational and technical education through the affiliated ERIC Clearinghouse.

Bibliography Series No. 11

HEALTH OCCUPATIONS EDUCATION

INSTRUCTIONAL MATERIALS

a compilation of abstracts from
ABSTRACTS OF INSTRUCTIONAL MATERIALS
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1967 - 1971

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PREFACE

Finding and using relevant information frequently is a major task for curriculum specialists, teachers, administrators and students. The Center for Vocational and Technical Education is dedicated to make useful and vital information accessible so that educators may use it to improve school practices.

The Center has assembled, under one cover, instructional materials specific to the field of health occupations education. These items, in the form of abstracts, are selections from Abstracts of Instructional Materials in Vocational and Technical Education (AIM). Since 1967, The Center has presented AIM quarterly, in the form of collections of abstracts of documents from all areas of vocational and technical education.

Other publications in the series, of which this is a part, include compilations of abstracts of instructional materials for agricultural education, business and office education, distributive education, home economics education, industrial arts education, and trade and industrial education. Compilations of instructional materials on any topic from the AIM document collection now are feasible and plans are being developed for possible future publication on such topics as occupational clusters, educational levels, and special problem areas.

Members of the profession are encouraged to forward instructional materials for possible inclusion in future issues of AIM to the Acquisitions Specialist at The Center. We are indebted to our colleagues in health occupations education for providing us instructional materials for past issues of AIM. We also appreciate the contributions of instructional materials laboratories, local school systems and professional associations such as the Vocational Instructional Materials (VIM) section of the American Vocational Association.

We hope that this publication will prove valuable to you in your particular educational endeavors.

Robert E. Taylor
Director
The Center for Vocational and
Technical Education

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INTRODUCTION

Instructional materials for health occupations education that have appeared quarterly in Abstracts of Instructional Materials in Vocational and Technical Education (AIM) between the Fall 1967 and Fall 1971 issues are presented in this single volume for your convenience.

This compilation of abstracts of over 150 documents in your field includes such specific areas as: dentists, dietitians, environmentalists, health personnel, nurses, nurses aides, paramedical occupations, and pharmacists.

The indexes help you to locate the abstracts by page numbers and VT numbers. Index terms used in the subject index are ERIC descriptors. Each document has been assigned several of these descriptors; therefore, each document title appears in the subject index several times.

An abstract presents information about a document's content to help you to decide if you want to read the full text of the document. The abstract is part of the resume which provides information about the document, its source and availability. Abstracts are arranged in ascending VT-number order. A sample resume, following this Introduction, is explained in detail.

The full texts of documents are available from the original sources or from the ERIC Document Reproduction Service (EDRS) as microfiche or xerox reproductions. Ordering information for AIM and EDRS reproductions is provided in a following section.

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Accession Number -- identification number sequentially assigned to reports as they are processed.

If ED is followed by numbers, item has been announced in Research in Education. If ED is not followed by numbers, the issue of RIE in which the abstract is scheduled to appear follows the ED prefix.

VT 013 122 ED 052 327

Author(s)

Richards, F.L.

Outlines of Courses in Ornamental Horticulture.

Title.

Report Number and Bureau Number would appear here.

Pennsylvania State Univ., University Park. Dept. of Agricultural Education.
Office of Education (DHEW), Washington, D.C. Div. of Adult, and Vocational Research.

Institutional source--the organization responsible for the report.

Sponsoring agency--appears here when different from Institutional source.

Teacher-Educ-Ser-v12-n1

Publication date and total number of printed pages.

Department of Agricultural Education, Pennsylvania State University, University Park, Pennsylvania 16802 ($1.00).

Grant Number, Contract Number, and Program Area Number would appear here.

Pub Date - 71 56p.

Available source(s) if known at time of printing. Cost is included.

Identifier, if any -- acronyms, geographical areas, organizations, tests (e.g. Binet), etc. Only major identifiers preceded by an asterisk are in the index.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *CURRICULUM GUIDES; *ORNAMENTAL HORTICULTURE; HIGH SCHOOLS; *POST SECONDARY EDUCATION; LANDSCAPING; NURSERIES (HORTICULTURE); TURF MANAGEMENT; *TECHNICAL EDUCATION

Descriptors--subject terms assigned to characterize substantive contents. Only the major terms, those preceded by an asterisk, are printed in the index.

Abstract -- a condensation of the report. When applicable, it includes the purpose, means of development, teacher competency, student requirements, and description of supplementary materials if available.

ABSTRACT - Intended to suggest subject matter content of courses or programs in ornamental horticulture for high school and postsecondary vocational-technical programs, this curriculum guide was prepared by staff members of the Agricultural Education Department at the Pennsylvania State University, and tested in a workshop with vocational agriculture teachers. Contents are: (1) Outlines of Courses in Ornamental Horticulture, (2) Ornamental Horticulture Programs for Grades 10, 11, and 12, (3) Nursery Production . . . The content is presented in outline form under each topic, and is applicable to the United States and lower Canada. (GB)

Abstractor's initials.

SUBSCRIPTIONS TO AIM

Abstracts of Instructional Materials in Vocational and Technical Education (AIM), upon which this publication is based, may be ordered by subscription at $11.00 for one year, $18.00 for two years, or $27.00 for three years. Back orders are available beginning with the Fall 1968 issue. These back issues provide indexes to, and abstracts of, instructional materials for all of the occupational service areas.

Volume 5, Number 1 (1972) will announce instructional materials not covered by previous issues or in this publication.

Subscription orders, accompanied by check or purchase order, may be placed with:

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The Center for Vocational and Technical Education
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ABSTRACTS

VT 000 111
COLLIE, IDA
HOSPITAL WARD CLERK, (COURSE OUTLINE).

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. CURRICULUM LAB.
PUB DATE - JAN65 41P.

DESCRIPTORS - *CURRICULUM GUIDES; *WARD CLERKS; POSTSECONDARY EDUCATION; *HOSPITALS; *HEALTH OCCUPATIONS EDUCATION

ABSTRACT - DEVELOPED BY THE AUTHOR, UNDER THE DIRECTION OF A STAFF CONSULTANT FOR HEALTH OCCUPATIONS, THIS GUIDE ASSISTS THE TEACHER IN INITIAL CLASSES FOR PROSPECTIVE HOSPITAL WARD CLERKS. THE TEACHER SHOULD BE A REGISTERED NURSE WITH WARD ADMINISTRATION EXPERIENCE. STUDENTS ADMITTED TO THIS 94-HOUR COURSE SHOULD BE HIGH SCHOOL GRADUATES. A DESCRIPTIVE STATEMENT OF EACH UNIT AND A DESCRIPTIVE STATEMENT AND SUGGESTED TEACHING METHODS FOR EACH LESSON ARE PRESENTED. DETAILED LESSON PLANS ARE NOT INCLUDED. THE COURSE UNITS ARE--(1) HOSPITAL AND COMMUNITY--A STUDY OF THE PURPOSES OF HOSPITALS, TYPES OF HOSPITALS, AND THE RELATIONSHIP OF HOSPITAL TO COMMUNITY, (2) HOSPITAL ORGANIZATION, (3) UNDERSTANDING THE ROLE OF WARD CLERKS, (4) FUNDAMENTALS OF WARD CLERK PRACTICE--FOLLOWING HOSPITAL PROCEDURES, USE OF NURSING UNIT AND HOSPITAL EQUIPMENT, PATIENT'S CHART, FORMS AND REQUISITIONS, AND DAILY CARE OF THE NURSING UNIT, (5) WARD CLERK PARTICIPATION IN SELECTED NURSING UNIT ACTIVITIES--PREVENTION AND CONTROL OF DISEASE, ADMISSION, TRANSFER, AND DISCHARGE OF PATIENTS, AND (6) BECOMING A HOSPITAL EMPLOYEE--JOB AND CITIZENSHIP RESPONSIBILITIES, APPLYING FOR AND RESIGNING FROM A POSITION. SUGGESTED REFERENCES, FILMS, AND RECORDINGS ARE LISTED. (PS)

VT 000 112
ADVANCED MEDICAL-SURGICAL NURSING FOR THE LICENSED PRACTICAL NURSE.

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. CURRICULUM LAB.
PUB DATE - MAY66 22P.

DESCRIPTORS - *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *PRACTICAL NURSES; NURSING; HOSPITALS; POSTSECONDARY EDUCATION; *INSERVICE COURSES

ABSTRACT - THE COURSE OUTLINE WAS DESIGNED TO FAMILIARIZE THE LICENSED PRACTICAL NURSE (LPN) WITH RECENT TECHNOLOGICAL ADVANCES IN NURSING. EMPHASIS IS GIVEN TO THE CONCEPTS OF PROGRESSIVE CARE, REHABILITATION RESPONSIBILITIES AND TECHNIQUES, AND FACTORS AFFECTING THE ROLE OF THE LPN. THE OUTLINE WAS DEVELOPED BY A STAFF CURRICULUM SPECIALIST FOR HEALTH OCCUPATIONS AND A COMMITTEE OF NURSES AT THE STATE LEVEL. THE LESSONS ARE (1) THE ROLE OF THE LPN IN COMPLEX NURSING SITUATIONS, (2) EMERGENCY CARE, (3) INTENSIVE CARE, (4) INTERMEDIATE CARE, (5) CONVALESCENT CARE, (6) SELF-CARE, AND (7) THE LPN WITH ADVANCED MEDICAL-SURGICAL NURSING SKILLS. THE COURSE CAN BE PRESENTED IN APPROXIMATELY 11 WEEKS, TWO TO THREE HOURS PER WEEK. THE TEACHER SHOULD BE A REGISTERED NURSE WITH EXPERIENCE IN PATIENT-CENTERED NURSING. SUGGESTED REFERENCES ARE LISTED. (PS)

VT 000 113
GERIATRIC NURSING FOR THE LICENSED PRACTICAL NURSE. EXTENSION COURSE OUTLINE.

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. CURRICULUM LAB.
PUB DATE - JAN66 31P.

DESCRIPTORS - *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *PRACTICAL NURSES; NURSING; *AGED; POSTSECONDARY EDUCATION; INSERVICE COURSES

ABSTRACT - THE OUTLINE FOR 11-WEEK, 2-3 HOURS PER WEEK, COURSE OUTLINE WAS DESIGNED FOR UPGRADING LICENSED PRACTICAL NURSES AND BUILDS ON THE PREPARATION RECEIVED IN THE BASIC PROGRAM WHICH PRECEDED LICENSURE. THE FUNDAMENTAL PRINCIPLES OF GERIATRIC NURSING, AS DERIVED FROM THE EFFECTS OF AGING ON THE INDIVIDUAL, THE NEEDS OF THE AGED, COMMON DISABILITIES AND DISORDERS OF THE AGED, AND FUNDAMENTALS OF SAFE AND EFFECTIVE NURSING PRACTICE FORM THE BASIS FOR THE OUTLINE. THE MATERIAL WAS DEVELOPED BY A STAFF CURRICULUM SPECIALIST FOR HEALTH OCCUPATIONS AND A COMMITTEE AT THE STATE LEVEL. THE TEACHER OF THE COURSE SHOULD BE A REGISTERED NURSE WITH GERIATRICS EXPERIENCE. THE LESSONS ARE (1) INTRODUCTION TO GERIATRIC NURSING, (2) THE AGING PROCESS, (3) BEHAVIOR PATTERNS AMONG THE AGED, (4) PROVIDING FOR SOCIOPSYCHOLOGICAL NEEDS OF THE AGED, (5) PROVIDING DIVERSIONAL ACTIVITIES, (6) PHYSICAL NEEDS RESULTING FROM AGING, (7) NUTRITIONAL NEEDS OF THE AGED, (8) OBSERVING THE AGED FOR CHANGES IN CONDITION, (9) PROTECTION OF THE AGED, (10) ADMINISTRATION OF DRUGS TO THE AGED, AND (11) BECOMING A COMPETENT GERIATRIC NURSE. (PS)

VT 000 114
NURSES' ASSISTANT. (COURSE OUTLINE).

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH
PUB DATE - AUG65 58P.

DESCRIPTORS - *NURSES AIDES; COURSE OUTLINES; *HEALTH OCCUPATIONS EDUCATION; NURSING; HOSPITALS

ABSTRACT - THE 330-HOUR COURSE OUTLINE FOR PREEMPLOYMENT EDUCATION OF NURSES' ASSISTANTS WAS DESIGNED TO PREPARE QUALIFIED MEN AND WOMEN TO GIVE EFFECTIVE NURSING CARE TO SELECTED PATIENTS, TO NOTE AND REPORT OBSERVATIONS, AND TO CARRY OUT ROUTINE ASPECTS OF WARD MANAGEMENT. THE OUTLINE WAS DEVELOPED BY A CURRICULUM COMMITTEE OF HOSPITAL REPRESENTATIVES THROUGHOUT THE STATE. THE UNITS ARE: (1) INTRODUCTION TO ROLE OF THE NURSES' ASSISTANT, (2) UNDERSTANDING EFFECTS OF ILLNESS, (3) MAKING OBSERVATIONS ON PATIENTS, (4) SAFETY MEASURES IN CARE OF THE SICK, (5) MEASURES TO PROMOTE THE PATIENT'S COMFORT, (6) MEASURES RELATED TO THE PATIENT'S ILLNESS, AND (7) BECOMING A HOSPITAL EMPLOYEE. FOR EACH UNIT, THE TIME

ALLOTMENT, GENERAL OBJECTIVES, REFERENCES, AND LESSON OUTLINES ARE GIVEN. THE TEACHER OF THE COURSE SHOULD BE A REGISTERED NURSE WITH TEACHING EXPERIENCE. (PS)

VT 000 115
JAMES, MARTHA W.
PERSONAL CARE AND FAMILY AIDE. (COURSE OUTLINE).

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH
PUB DATE - APR66 50P.

DESCRIPTORS - *CURRICULUM GUIDES; *NURSES AIDES; *HOMEMAKERS ASSISTANTS; *CHILD CARE WORKERS; FAMILY PROBLEMS; COMMUNITY AGENCIES (PUBLIC); HEALTH SERVICES; ADULT VOCATIONAL EDUCATION; *HEALTH OCCUPATIONS EDUCATION; HOME MANAGEMENT

ABSTRACT - NONPROFESSIONAL WORKERS MUST BE TRAINED TO PROVIDE ASSISTANCE TO INDIVIDUALS AND FAMILIES WITH PERSONAL-CARE AND HOME-RELATED PROBLEMS. THIS OUTLINE, PREPARED BY AN ADVISORY COMMITTEE ASSISTED BY A REGISTERED NURSE, WAS DESIGNED TO MEET THE NEED THROUGH TRAINING FOR EMPLOYMENT IN SUCH AREAS AS PUBLIC HEALTH AGENCIES, PUBLIC WELFARE AGENCIES, PRIVATE AGENCIES PROVIDING HOME SERVICES, INSTITUTIONS FOR DEPENDENT INDIVIDUALS, AND FAMILIES IN NEED OF NONPROFESSIONAL ASSISTANCE. THE GRADUATE WILL NOT BE QUALIFIED TO RENDER NURSING CARE, BUT WILL BE ABLE TO ASSIST THE INDIVIDUAL. THE COURSE COVERS APPROXIMATELY 220 HOURS ON THE TOPICS: (1) INTRODUCTION TO HEALTH SERVICES, (2) UNDERSTANDING HUMAN RELATIONSHIPS, (3) UNDERSTANDING FAMILY LIVING, (4) ORGANIZATION AND MANAGEMENT, (5) PROVIDING A SAFE HOME ENVIRONMENT, (6) EFFECTS OF ILLNESS, (7) NUTRITIONAL NEEDS, (8) LIFE SPAN, CHILDHOOD THROUGH SENESCENCE, (9) PERSONAL CARE ASSISTANTS, (10) OBSERVING AND REPORTING, (11) COMMUNITY HEALTH RESOURCES, AND (12) BECOMING AN EFFECTIVE PERSONAL CARE AND FAMILY AIDE. MINIMUM REQUIREMENT FOR STUDENT ADMISSION SHOULD BE EVIDENCE OF COMPLETION OF EIGHTH GRADE OR EQUIVALENT. A REGISTERED NURSE WHO HAS HAD PRIOR EXPERIENCE IN TEACHING AND IS FAMILIAR WITH COMMUNITY RESOURCES PROBABLY WOULD HAVE ADEQUATE PREPARATION FOR TEACHING THIS CONTENT. A LIST OF REFERENCES FOR BOTH TEACHERS AND STUDENTS IS INCLUDED. (MS)

VT 000 116
BEARD, LOUISE, AND OTHERS
PSYCHIATRIC AIDE. (COURSE OUTLINE).

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH
PUB DATE - JUN66 77P.

DESCRIPTORS - *COURSE OUTLINES; *PSYCHIATRIC AIDES; *HEALTH OCCUPATIONS EDUCATION; PSYCHIATRIC HOSPITALS; NURSING

ABSTRACT - DESIGNED TO TRAIN NONPROFESSIONAL WORKERS FOR ASSISTING WITH PATIENT CARE IN PSYCHIATRIC INSTITUTIONS, THE OUTLINE WAS DEVELOPED BY A CURRICULUM COMMITTEE OF PSYCHIATRIC NURSES FROM STATE AND MENTAL HOSPITALS. THE TENTATIVE OUTLINE WAS EVALUATED BY A COMMITTEE, REVISED, USED BY SELECTED INSTITUTIONS, EVALUATED BY TEACHERS, AND REVISED TO INCORPORATE TEACHER SUGGESTIONS. UNIT OUTLINES ARE: (1) INTRODUCTION TO HEALTH SERVICES, (2) MEETING MENTAL AND EMOTIONAL NEEDS, (3) DAILY CARE OF PATIENTS, (4) PROCEDURES (ASEPTIC TECHNIQUES, ETC.), (5) PATIENT PLACEMENT, (6) CARE OF PSYCHIATRIC PATIENTS, AND (7) BECOMING A HOSPITAL EMPLOYEE. EACH UNIT INCLUDES TIME ALLOTMENT, OBJECTIVES, SUGGESTED REFERENCES, AND LESSON OUTLINES. THE COURSE CAN BE PRESENTED IN 11 WEEKS WITH 30-40 HOURS PER WEEK AND SHOULD BE TAUGHT BY A REGISTERED NURSE WITH PSYCHIATRIC EXPERIENCE. (PS)

VT 000 128
PRACTICAL NURSING IV, COURSE OUTLINE - TEACHING AIDS.

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. CURRICULUM LAB.
PUB DATE - JUN64 133P.

DESCRIPTORS - *CURRICULUM GUIDES; TEACHING GUIDES; *HEALTH OCCUPATIONS EDUCATION; *PRACTICAL NURSES; *NURSING; POSTSECONDARY EDUCATION; ASSIGNMENTS; BIBLIOGRAPHIES

ABSTRACT - FOR PRESENTATION DURING THE FOURTH QUARTER OF THE 1-YEAR PRACTICAL NURSE EDUCATION PROGRAM, THIS POST-HIGH SCHOOL COURSE IS A SEQUEL TO PRACTICAL NURSING I (VT 000 131), II (VT 000 130), AND III (VT 000 129). THE MATERIALS WERE DEVELOPED BY INDIVIDUAL TEACHERS AT THE LOCAL LEVEL, TRIAL TESTED, AND REVISED. A TEACHER PLAN SHEET COVERING OBJECTIVES, REFERENCES, AND MATERIALS NEEDED AND A LESSON OUTLINE INCLUDING SUGGESTED CLINICAL ACTIVITIES AND ASSIGNMENTS ARE GIVEN FOR EACH UNIT. UNITS ARE--(1) NEEDS OF THE ACUTELY ILL CHILD, (2) COMPLEX SITUATIONS IN MATERNITY NURSING, (3) ADMINISTRATION OF DRUGS BY INJECTION, (4) NEEDS OF PATIENTS IN IMMEDIATE POSTOPERATIVE PERIOD, (5) NEEDS OF THE SERIOUSLY ILL PATIENT, (6) NEEDS OF THE PATIENT WITH PSYCHOSOMATIC ILLNESS, (7) THE PRACTICAL NURSE IN COMMUNITY DISASTER, AND (8) ASSUMING THE ROLE OF GRADUATE PRACTICAL NURSE. THE SUGGESTED TIME ALLOTMENT IS 11 WEEKS, 103-148 HOURS. THE TEACHER OF THE COURSE SHOULD BE A REGISTERED NURSE WITH TEACHING AND NURSING EXPERIENCE. A BIBLIOGRAPHY IS INCLUDED. (PS)

VT 000 129
MILLIKEN, MARY ELIZABETH
PRACTICAL NURSING III, (COURSE OUTLINE - TEACHING AIDS).

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. CURRICULUM LAB.
PUB DATE - JUN64 210P.

DESCRIPTORS - *CURRICULUM GUIDES; TEACHING GUIDES; *HEALTH OCCUPATIONS EDUCATION; *PRACTICAL NURSES; *NURSING; POSTSECONDARY EDUCATION; ASSIGNMENTS; BIBLIOGRAPHIES

ABSTRACT - STUDENTS ENROLLING IN THIS COURSE MUST HAVE SATISFACTORILY COMPLETED PRACTICAL NURSING I (VT 000 131) AND PRACTICAL NURSING

II (VT OCC 130). THIS OUTLINE WAS DESIGNED FOR PRESENTATION DURING THE THIRD QUARTER OF THE 1-YEAR, POST-HIGH SCHOOL PRACTICAL NURSE EDUCATION PROGRAM COVERING A PERIOD OF 11 WEEKS IN 146-211 HOURS OF INSTRUCTION. THE MATERIALS WERE DEVELOPED BY A CURRICULUM CONSULTANT AND INDIVIDUAL TEACHERS AT THE LOCAL LEVEL, TRIAL TESTED, AND REVISED. LESSON OUTLINES ARE GIVEN FOR (1) NEEDS OF CHILDREN WITH COMMON ILLNESSES, (2) NEEDS OF MATERNITY PATIENTS WITH COMPLICATIONS AND NEWBORN INFANTS WITH COMMON DISORDERS, (3) NEEDS OF PATIENTS WITH ALTERED RESPIRATORY FUNCTION, (5) NEEDS OF PATIENTS WITH ALTERED GASTROINTESTINAL FUNCTION, (6) NEEDS OF PATIENTS WITH ALTERED MUSCULOSKELETAL FUNCTION, (7) NEEDS OF PATIENTS WITH ALTERED GENITOURINARY FUNCTION, (8) NEEDS OF PATIENTS WITH ALTERED ENDOCRINE FUNCTION AND (9) NEEDS OF PATIENTS WITH ALTERED NERVOUS SYSTEM FUNCTION. THE TEACHER SHOULD BE A REGISTERED NURSE WITH NURSING AND TEACHING EXPERIENCE. THE APPENDIX CONTAINS ASSIGNMENT SHEETS, SHEETS FOR ANALYSIS OF INSTRUCTIONAL HOURS, AND A BIBLIOGRAPHY. (PS)

VT 000 130
MILLIKEN, MARY ELIZABETH, AND OTHERS
PRACTICAL NURSING II, (COURSE OUTLINE - TEACHING AIDS).

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. CURRICULUM LAB.
PUB DATE - JUN64 291P.

DESCRIPTORS - *CURRICULUM GUIDES; TEACHING GUIDES; *HEALTH OCCUPATIONS EDUCATION; *PRACTICAL NURSES; *NURSING; POSTSECONDARY EDUCATION; ASSIGNMENTS; BIBLIOGRAPHIES

ABSTRACT - STUDENTS WISHING TO TAKE THIS COURSE MUST HAVE SATISFACTORILY COMPLETED PRACTICAL NURSING I (VT 000 131). THE OUTLINE WAS DESIGNED FOR PRESENTATION DURING THE SECOND QUARTER OF THE 1-YEAR, POST-HIGH SCHOOL PRACTICAL NURSE EDUCATION PROGRAM COVERING A PERIOD OF 11 WEEKS IN 149-213 HOURS OF INSTRUCTION. THE MATERIALS WERE DEVELOPED BY A CURRICULUM CONSULTANT AND INDIVIDUAL TEACHERS AT THE LOCAL LEVEL, TRIAL TESTED, AND REVISED. LESSON OUTLINES ARE GIVEN FOR NINE UNITS--(1) NURSING NEEDS RELATED TO ALTERED BODY FUNCTION, (2) THERAPEUTIC METHODS, (3) CARE OF THE SICK CHILD, (4) MATERNITY NURSING, (5) MEDICAL-SURGICAL NURSING, (6) NEEDS OF SURGICAL PATIENTS, (7) ADMINISTRATION OF ORAL MEDICATIONS, (8) NEEDS OF PATIENTS WITH LONG-TERM ILLNESS, AND (9) NEEDS OF PATIENTS WITH COMMUNICABLE DISEASE. THE TEACHER SHOULD BE A REGISTERED NURSE WITH TEACHING AND NURSING EXPERIENCE. ASSIGNMENT SHEETS AND A BIBLIOGRAPHY ARE GIVEN IN THE APPENDIX. (PS)

VT 000 131
MILLIKEN, MARY ELIZABETH
PRACTICAL NURSING I, (COURSE OUTLINE).

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. CURRICULUM LAB.
PUB DATE - JUN64 360P.

DESCRIPTORS - *CURRICULUM GUIDES; TEACHING GUIDES; *HEALTH OCCUPATIONS EDUCATION; *PRACTICAL NURSES; *NURSING; POSTSECONDARY EDUCATION; BIBLIOGRAPHIES

ABSTRACT - DESIGNED FOR PRESENTATION IN 330 HOURS, THIS OUTLINE COVERS THE FIRST QUARTER OF A CURRICULUM DEVELOPED FOR THE 1-YEAR POST-HIGH SCHOOL PRACTICAL NURSE EDUCATION PROGRAM IN NORTH CAROLINA. THE MATERIALS WERE DEVELOPED BY A CURRICULUM CONSULTANT AND INDIVIDUAL TEACHERS AT THE LOCAL LEVEL, TRIAL TESTED, AND REVISED. THE OUTLINE IS MADE UP OF SEVEN UNITS DEVOTED TO PROMOTING THE KNOWLEDGE AND UNDERSTANDING, APPRECIATIONS, AND BEGINNING SKILLS NEEDED IN PRACTICAL NURSING. THE INTRODUCTORY UNIT IS PRESENTED IN NARRATIVE FORM TO SHOW THE CARE WITH WHICH A TEACHER SHOULD INTRODUCE THE PROGRAM AND TO DEMONSTRATE THE DETAILED PLANNING. OTHER UNITS, PRESENTED IN OUTLINE FORM WITH NARRATIVE INTRODUCTIONS AND SUMMARIES FOR EACH LESSON, ARE (1) UNDERSTANDING SELF AND OTHERS, (2) BECOMING A HEALTH WORKER, (3) THE PATIENT'S ENVIRONMENT, (4) THE NURSING PLAN, (5) NEEDS OF THE DEPENDENT PATIENT, AND (6) OBSERVING AND REPORTING. THE TEACHER SHOULD BE A REGISTERED NURSE WITH TEACHING AND NURSING EXPERIENCE. COMPLETE INSTRUCTIONS CONCERNING USE OF TEXT, BIBLIOGRAPHY, FILMS AND OTHER VISUAL AIDS, AND MATERIALS FOR DUPLICATION AND HANDOUT ARE GIVEN IN A SEPARATE MANUAL OF TEACHING AIDS (VT 000 132). (PS)

VT 000 132
PRACTICAL NURSING I, TEACHING AIDS.

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. CURRICULUM LAB.
PUB DATE - JUN64 239P.

DESCRIPTORS - *INSTRUCTIONAL AIDS; *HEALTH OCCUPATIONS EDUCATION; REFERENCE MATERIALS; *PRACTICAL NURSES; *NURSING; POSTSECONDARY EDUCATION; BIBLIOGRAPHIES; ASSIGNMENTS

ABSTRACT - THIS MANUAL CONTAINS THE SUPPLEMENTARY MATERIALS AND TEACHING AIDS REQUIRED FOR EFFECTIVE USE OF THE PRACTICAL NURSING I COURSE OUTLINE (VT 000 131). IT WAS DEVELOPED BY A CURRICULUM CONSULTANT AND INDIVIDUAL TEACHERS AT THE LOCAL LEVEL, TRIAL TESTED, AND REVISED. INCLUDED ARE (1) AN ANALYSIS OF INSTRUCTIONAL HOURS WHICH INDICATES TIME ALLOTMENT FOR SUBJECT TOPICS AND LABORATORY AND CLINICAL PRACTICE, (2) A LIST OF SUGGESTED FILMS FOR EACH UNIT, (3) A LIST OF PAMPHLETS AND FOLDERS THAT MAY BE ORDERED FOR HANDOUT TO STUDENTS, (4) SAMPLES OF HANDOUT MATERIALS, AND (5) MATERIALS WHICH CAN BE USED WITH AN OPAQUE PROJECTOR OR CAN BE USED TO PREPARE NEGATIVES OR POSITIVES FOR THE OVERHEAD PROJECTOR. MATERIALS FOR DUPLICATION INCLUDE ASSIGNMENT SHEETS, INFORMATION SHEETS, HYPOTHETICAL PATIENT SITUATIONS, LABORATORY PROCEDURE AND REPORTS, CLINICAL PRACTICE REPORTS, AND PERFORMANCE CRITERIA. (PS)

VT 000 235
LOVELACE, BILL
SUPERVISED STUDY GUIDE IN X-RAY TECHNOLOGY.

TEXAS UNIV., AUSTIN. DEPT. OF INDUSTRIAL EDUCATION
INDUSTRIAL EDUCATION DEPARTMENT, DIVISION OF EXTENSION, UNIVERSITY OF TEXAS, AUSTIN, TEXAS 78712 ($4.35).
PUB DATE - JAN66 165P.

DESCRIPTORS - *STUDY GUIDES; *HEALTH OCCUPATIONS EDUCATION; *RADIOGRAPHERS; MORPHOLOGY (BIOLOGY); ROENTGENIZATION; GRADE 11; GRADE 12; *COOPERATIVE EDUCATION

ABSTRACT - PROCEDURES. ASSIGNMENT SHEETS GIVING THE LESSON SUBJECT, AIM, INTRODUCTORY INFORMATION, REFERENCES, AND QUESTIONS GUIDE INDIVIDUAL STUDY BY GRADE 11 AND GRADE 12 STUDENTS ENROLLED IN THE 2-YEAR PROGRAM FOR X-RAY TECHNICIAN ASSISTANTS. STUDY IS TO BE SUPERVISED BY A RELATED SUBJECTS TEACHER OR TEACHER-COORDINATOR. INFORMATION SHEETS CONTAIN MATERIALS WHICH ARE NOT AVAILABLE OR NOT SUITABLY PRESENTED IN THE REFERENCES. LINE DRAWING ILLUSTRATIONS ARE PROVIDED. A PROGRESS RECORD FOR USE BY TEACHER AND STUDENT IS INCLUDED. THE BIBLIOGRAPHY CONTAINS REQUIRED AND SUPPLEMENTARY REFERENCE BOOKS. AN ANSWER BOOK FOR WRITTEN ASSIGNMENTS AND UNIT TESTS IS AVAILABLE FOR $1.55. (HC)

VT 000 241
SUPERVISED STUDY GUIDE, DENTAL ASSISTANT.

TEXAS UNIV., AUSTIN. DEPT. OF INDUSTRIAL EDUCATION
INDUSTRIAL EDUCATION DEPARTMENT, DIVISION OF EXTENSION, THE UNIVERSITY OF TEXAS, AUSTIN, TEXAS 78712.
PUB DATE - JAN65 144P.

DESCRIPTORS - *STUDY GUIDES; *HEALTH OCCUPATIONS EDUCATION; *DENTAL ASSISTANTS; HIGH SCHOOLS; *COOPERATIVE EDUCATION

ABSTRACT - RELATED TECHNICAL INSTRUCTION FOR HIGH SCHOOL STUDENTS IN A COOPERATIVE, ON-THE-JOB, 2-YEAR EDUCATIONAL PROGRAM FOR DENTAL ASSISTANTS IS PRESENTED. THE GUIDE IS TO BE USED UNDER THE DIRECT SUPERVISION OF A RELATED SUBJECTS TEACHER. THE MATERIALS WERE DEVELOPED BY A COORDINATOR AND REVIEWING COMMITTEE AT THE STATE LEVEL. ASSIGNMENTS ARE: (1) ETHICS, (2) CARE OF DENTAL EQUIPMENT, (3) CHAIRSIDE ASSISTING, (4) DENTAL OFFICE MANAGEMENT, (5) DENTAL ANATOMY, (6) DENTAL PATHOLOGY, (7) BACTERIOLOGY AND STERILIZATION, (8) ANESTHESIA, (9) DENTAL ROENTGENOLOGY, (10) ORAL HYGIENE AND PEDODONTIA, (11) DIET AND NUTRITION, (12) ORTHODONTIA, (13) PHARMACOLOGY, (14) TREATMENT OF EMERGENCIES, (15) CARVINGS AND DRAWINGS, (16) IMPRESSION MATERIAL AND MODELS, (17) BASE PLATES AND BITES, AND (18) INLAYS AND CROWNS. TWO REQUIRED REFERENCES AND SUPPLEMENTARY REFERENCES ARE LISTED. STUDENT PROGRESS RECORD FORMS, ASSIGNMENT SHEETS, AND INFORMATION SHEETS COVERING INFORMATION WHICH WAS NOT AVAILABLE IN THE REFERENCES ARE INCLUDED. AN EQUIPMENT LIST IS GIVEN IN THE APPENDIX. A TEST BOOKLET (VT 000 243) AND ANSWER BOOKLET (VT 000 242) ARE AVAILABLE FOR USE WITH THE GUIDE. THE STUDY GUIDE AND UNIT TESTS ARE AVAILABLE FOR $3.75 AND THE ANSWER BOOKLET (VT 000 242) FOR $2.50 FROM INDUSTRIAL EDUCATION DEPARTMENT, DIVISION OF EXTENSION, THE UNIVERSITY OF TEXAS, AUSTIN, TEXAS 78712. (PS)

VT 000 244
WILLIAMS, C.C.
SUPERVISED STUDY GUIDE, NURSE AIDE.

TEXAS UNIV., AUSTIN. DEPT. OF INDUSTRIAL EDUCATION
INDUSTRIAL EDUCATION DEPARTMENT, DIVISION OF EXTENSION, THE UNIVERSITY OF TEXAS, AUSTIN, TEXAS 78712.
PUB DATE - OCT65 119P.

DESCRIPTORS - *STUDY GUIDES; *HEALTH OCCUPATIONS EDUCATION; *NURSES AIDES; *NURSING; GRADE 11; GRADE 12; *COOPERATIVE EDUCATION

ABSTRACT - RELATED TECHNICAL INSTRUCTION FOR STUDENTS IN GRADES 11 AND 12 IN A COOPERATIVE, ON-THE-JOB, 2-YEAR EDUCATIONAL PROGRAM FOR NURSE AIDES IS PRESENTED. IT IS ORIENTED TOWARD PREPARING THE AIDE TO CARE FOR PATIENTS IN HOSPITALS OR NURSING HOMES. MATERIALS WERE DEVELOPED BY A COORDINATOR SPECIALIST AND REVIEWING COMMITTEE AT THE STATE LEVEL. ASSIGNMENT SHEETS ARE INCLUDED FOR THE UNITS: (1) MEETING THE PATIENT'S NEEDS, (2) ASSISTING WITH PATIENT'S PERSONAL NEEDS, (3) THE BODY IN NEED OF CARE--STRUCTURE AND FUNCTIONS, (4) ASSISTING WITH DIAGNOSTIC MEASURES, (5) ASSISTING IN GIVING TREATMENTS, (6) ASSISTING WITH SPECIALIZED TYPES OF CARE, (7) ASSISTING WITH EMERGENCY CARE, AND (8) CARE OF EQUIPMENT. PROGRESS RECORD SHEETS PROVIDE BOTH JOB AND RELATED ASSIGNMENT LISTS TO BE USED BY THE TEACHER AND STUDENT IN RECORDING STUDENT PROGRESS. FIVE REQUIRED AND TWO SUPPLEMENTAL REFERENCES ARE LISTED. A TEST BOOKLET (VT 000 246) AND ANSWER BOOKLET (VT 000 245) ARE AVAILABLE FOR USE WITH THE GUIDE. THE STUDY GUIDE AND UNIT TESTS ARE AVAILABLE FOR $4.35 AND THE ANSWER BOOKLET FOR $3.15 FROM INDUSTRIAL EDUCATION DEPARTMENT, DIVISION OF EXTENSION, THE UNIVERSITY OF TEXAS, AUSTIN, TEXAS 78712. (PS)

VT 000 262
LOVELACE, BILL E.
SUPERVISED STUDY GUIDE IN MEDICAL LABORATORY TECHNIQUES.

TEXAS UNIV., AUSTIN. DEPT. OF INDUSTRIAL EDUCATION
TEXAS EDUCATION AGENCY, AUSTIN. INDUSTRIAL EDUCATION DIVISION
INDUSTRIAL EDUCATION DEPARTMENT, DIVISION OF EXTENSION, THE UNIVERSITY OF TEXAS, AUSTIN, TEXAS 78712.
PUB DATE - DEC63 149P.

DESCRIPTORS - *STUDY GUIDES; *HEALTH OCCUPATIONS EDUCATION; *MEDICAL LABORATORY ASSISTANTS; HIGH SCHOOLS

ABSTRACT - THE RELATED TECHNICAL MATERIAL IN THIS GUIDE IS FOR USE BY GRADE 11 OR GRADE 12 STUDENTS IN HEALTH OCCUPATIONS OR INDUSTRIAL COOPERATIVE TRAINING CLASSES. IT WAS PREPARED FOR USE IN A 2-YEAR, 360-HOUR PROGRAM FOR THE MEDICAL LABORATORY TECHNICIAN ASSISTANT.

MATERIALS WERE DEVELOPED BY A COORDINATOR AND REVIEWING COMMITTEE AT THE STATE LEVEL. JOB PROGRESS RECORD SHEETS, SUPPLEMENTARY INFORMATION SHEETS, AND ASSIGNMENT SHEETS ARE PROVIDED FOR THE UNITS: (1) GENERAL LABORATORY WORK, (2) URINALYSIS, (3) HEMATOLOGY, (4) BLOOD BANK, (5) BLOOD CHEMISTRY, (6) SEROLOGY, (7) FECES, (8) GASTRIC AND DUODENAL CONTENTS, (9) SPUTUM, (10) SPECIAL PROCEDURES, AND (11) HISTOLOGY. A BIBLIOGRAPHY OF REQUIRED REFERENCES AND FILMS IS INCLUDED. A TEST BOOKLET (VT 000 264) AND THE STUDY GUIDE ARE AVAILABLE FOR $3.75 FROM INDUSTRIAL EDUCATION DEPARTMENT, DIVISION OF EXTENSION, THE UNIVERSITY OF TEXAS, AUSTIN, TEXAS 78712. AN ANSWER BOOKLET (VT 000 263) IS ALSO AVAILABLE FOR 95 CENTS. (PS)

VT 000 270
MANUAL FOR INSTRUCTORS OF VOCATIONAL NURSING, PRE-CLINICAL PERIOD, 16-20 WEEKS.

TEXAS UNIV., AUSTIN. DEPT. OF INDUSTRIAL EDUCATION
INDUSTRIAL EDUCATION DEPARTMENT, DIVISION OF EXTENSION, THE UNIVERSITY OF TEXAS, AUSTIN, TEXAS 78712.
PUB DATE - JUN63 317P.

DESCRIPTORS - *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; HEALTH EDUCATION; *TEACHING GUIDES; *MANUALS; PRACTICAL NURSING; NUTRITION; COURSE CONTENT; *HEALTH PERSONNEL
IDENTIFIERS - TEXAS

ABSTRACT - A PROGRAM OF STUDY, A TIME SCHEDULE, AND LESSON OUTLINES ARE PRESENTED FOR TEACHERS WORKING IN PROGRAMS CONFORMING TO THE STANDARDS SET UP BY THE TEXAS STATE BOARD OF VOCATIONAL NURSE EXAMINERS. AREAS OF STUDY ARE: (1) PERSONAL AND VOCATIONAL ADJUSTMENTS, (2) COMMUNITY HEALTH, (3) VOCATIONAL NURSING SKILLS FOR HOME OR HOSPITAL, (4) COMMON EMERGENCY NEEDS, (5) ADMINISTRATION OF MEDICINE, (6) NUTRITION IN HEALTH AND DISEASE, (7) BODY STRUCTURE AND FUNCTION, (8) THE LIFE SPAN, INCLUDING INFANCY, CHILDHOOD, YOUTH, ADULTHOOD, PARENTHOOD, AND OLD AGE, AND (9) EXPERIENCE IN MEETING NEEDS OF PATIENTS (APPLICATORY EXPERIENCE). LESSONS IN EACH AREA GENERALLY INCLUDE REFERENCES, INSTRUCTIONAL AIDS, INTRODUCTION, LESSON OUTLINE, CHECK-UP TEST, AND TEST ANSWERS. A SAMPLE SET OF FORMS AND RECORDS ENDORSED BY THE EXAMINERS FOR STANDARD USE IN ALL ACCREDITED SCHOOLS OF VOCATIONAL NURSING, AND A LISTING OF FILMS THAT HAVE BEEN FOUND USEFUL IN CERTAIN CLASSES ARE INCLUDED. AN INSTRUCTOR'S SOURCE BOOK IS AVAILABLE AS VT 000 330 (ALSO IN THIS ISSUE). (PS)

VT 000 271
MANUAL FOR INSTRUCTORS OF VOCATIONAL NURSING.

TEXAS UNIV., AUSTIN. DEPT. OF INDUSTRIAL EDUCATION.
PUB DATE - JUN64 292P.

DESCRIPTORS - *CURRICULUM GUIDES; *PRACTICAL NURSING; *HEALTH OCCUPATIONS EDUCATION; *CLINICAL EXPERIENCE; *TEACHING GUIDES; WORKSHEETS; RESOURCE MATERIALS; BIBLIOGRAPHIC CITATIONS
IDENTIFIERS - TEXAS

ABSTRACT - THIS CLINICAL MANUAL WAS ORGANIZED IN A TEACHER-TRAINING WORKSHOP FOR USE IN RELATED INSTRUCTION OF STUDENTS IN THEIR CLINICAL EXPERIENCE OR ON-THE-JOB TRAINING, FOR AN ESTIMATED TIME PERIOD OF 32-36 WEEKS. AREAS OF STUDY ARE: (1) CARE OF GENERAL MEDICAL PATIENTS, (2) CARE OF GENERAL SURGICAL PATIENTS, (3) CARE OF MOTHERS (OBSTETRICS), (4) CARE OF NEWBORN INFANTS, (5) CARE OF CHILDREN, AND (6) OTHER AREAS WHERE STUDENTS MAY BE ASSIGNED SUCH AS CENTRAL SUPPLY, COMMUNICABLE DISEASES, DIET KITCHEN, GERIATRICS, ORTHOPEDIC NURSING, PSYCHIATRIC NURSING, AND SURGICAL RECOVERY ROOM. THE UNITS ON CARE OF PATIENTS WITH MEDICAL AND SURGICAL CONDITIONS ARE ARRANGED ACCORDING TO CONDITIONS, BOTH MEDICAL AND SURGICAL, AFFECTING THE VARIOUS BODY SYSTEMS. EACH UNIT INCLUDES AN INSTRUCTIONAL OUTLINE, TEST QUESTIONS, REFERENCES, STUDENT ASSIGNMENT SHEETS, STUDENT INFORMATION SHEETS, AND SITUATION SHEETS (CASE STUDIES). (PS)

VT 000 330
INSTRUCTOR'S SOURCE BOOK, VOCATIONAL NURSE TRAINING PROGRAM, MULTIPLE-CHOICE TEST QUESTIONS (PREPARED ESPECIALLY FOR USE WITH MACHINE SCORING ANSWER SHEETS), QUESTIONS BASED ON PATIENT-CENTERED NURSING SITUATIONS.

TEXAS UNIV., AUSTIN. DEPT. OF INDUSTRIAL EDUCATION
INDUSTRIAL EDUCATION DEPARTMENT, DIVISION OF EXTENSION, THE UNIVERSITY OF TEXAS, AUSTIN, TEXAS 78712.
PUB DATE - JAN64 59P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *PRACTICAL NURSES; *TESTS

ABSTRACT - THESE SAMPLE MULTIPLE-CHOICE QUESTIONS WERE DEVELOPED BY INSTRUCTORS ATTENDING WORKSHOPS FOR INSTRUCTORS OF VOCATIONAL NURSING, AND ARE BASED ON SUBJECTS IN THE "MANUAL FOR INSTRUCTORS OF VOCATIONAL NURSING" (VT 000 270, ALSO IN THIS ISSUE). THEY ARE INTENDED FOR USE WITH MACHINE SCORING ANSWER SHEETS. GENERAL AREAS COVERED ARE MEDICAL NURSING, SURGICAL NURSING, OBSTETRICS, PEDIATRICS, AND SELECTED SUBJECTS RANGING FROM "CATARACT" TO "SHOCK". ANSWERS ARE INDICATED. (PS)

VT 000 590
CLEMONS, MARGARET A., AND OTHERS
CURRICULUM GUIDE FOR PRACTICAL NURSE EDUCATION.

COLORADO STATE BOARD FOR VOCATIONAL EDUCATION, DENVER
COLORADO STATE UNIV., FORT COLLINS
PUB DATE - JUN65 108P.

DESCRIPTORS - *STATE CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *PRACTICAL NURSES; NURSING; ADULT VOCATIONAL EDUCATION

ABSTRACT - TO ENCOURAGE CURRICULUM STANDARDIZATION, A COMMITTEE OF INSTRUCTORS IN PRACTICAL NURSING PREPARED A GUIDE FOR EACH OF THE NINE UNITS CURRENTLY REQUIRED BY THE STATE BOARD FOR LICENSED PRACTICAL NURSE EXAMINERS FOR THE 1-YEAR PREPARATORY COURSE IN PRACTICAL NURSING IN COLORADO. THE UNITS ARE: (1) PERSONAL AND VOCATIONAL RELATIONSHIPS, (2) BODY STRUCTURE AND FUNCTION, (3) NURSING ARTS, (4) FAMILY LIVING, (5) PERSONAL AND COMMUNITY HEALTH, (6) CONDITIONS OF ILLNESS, (7) REHABILITATION AND DIVERSIONS, (8) OBSTETRICS, AND (9) PEDIATRICS. SUBJECT MATTER, TEACHER'S ACTIVITIES, STUDENTS' ACTIVITIES, AND TEACHING AIDS ARE GIVEN FOR EACH UNIT. (JK)

VT 000 601
PRACTICAL NURSING .

KENOSHA TECHNICAL INST., WIS. BOARD OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION
PUB DATE - 66 107P.

DESCRIPTORS - *PRACTICAL NURSES; *CURRICULUM GUIDES; POST SECONDARY EDUCATION; HEALTH OCCUPATIONS EDUCATION

ABSTRACT - THE GRADUATE OF THIS PROGRAM IS THE TRAINED PRACTICAL NURSE WHO HAS ACQUIRED THE COMPETENCIES OF THE BEGINNING NURSING PRACTITIONER AND IS PREPARED TO CONTINUE HER DEVELOPMENT THROUGH EXPERIENCE AND INSERVICE EDUCATION. THE PROGRAM OF STUDY CONSISTS OF TWO SEMESTERS (18 WEEKS EACH) AND ONE SUMMER SESSION (10 WEEKS). COURSES INCLUDED ARE: (1) COMMUNICATIVE SKILLS, (2) GROWTH AND DEVELOPMENT, (3) LIFE ADJUSTMENTS, (4) INTRODUCTION TO NURSING AND MEDICAL SURGICAL NURSING, (5) DRUGS, (6) NUTRITION, (7) PERSONAL, FAMILY, AND COMMUNITY LIVING, (8) PERSONAL AND VOCATIONAL RELATIONSHIPS I, (9) STRUCTURE AND FUNCTION OF THE BODY, (10) MEDICAL SURGICAL NURSING I, (11) NURSING CARE OF MOTHERS AND INFANTS, (12) NURSING CARE OF CHILDREN, (13) NURSING CARE OF THE MENTALLY ILL, (14) MEDICAL SURGICAL NURSING II, (15) NURSING EXPERIENCE, AND (16) PERSONAL AND VOCATIONAL RELATIONSHIPS II. CLASS DESCRIPTION, OBJECTIVES, AND INSTRUCTIONAL UNITS ARE INCLUDED FOR EACH COURSE. PHYSICAL FACILITIES AND EQUIPMENT, SUPERVISION AND ADMINISTRATION OF THE PROGRAM, AND QUALIFICATIONS OF THE INSTRUCTIONAL PERSONNEL ARE ALSO PRESENTED. (PS)

VT 000 697 ED 016 769
EMERGENCY VICTIM CARE AND RESCUE, TEXTBOOK FOR SQUADMEN.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. TRADE AND INDUSTRIAL EDUCATION SERVICE.
PUB DATE - 65 332P.

DESCRIPTORS - ADULT VOCATIONAL EDUCATION; *EMERGENCY SQUAD PERSONNEL; FIRST AID; *HEALTH OCCUPATIONS EDUCATION; MEDICAL SERVICES; *RESCUE; *TEXTBOOKS

ABSTRACT - DESIGNED FOR TRAINING EMERGENCY SQUAD PERSONNEL IN RESCUE PROCEDURES AND VICTIM CARE BEYOND BASIC FIRST AID, THIS TEXTBOOK WAS DEVELOPED BY A COMMITTEE OF SQUADMEN, DOCTORS, NURSES, FIREMEN, AND STATE TRADE AND INDUSTRIAL PERSONNEL TO BE USED IN ADULT TRAINING CLASSES OF FULL-TIME OR VOLUNTEER SQUADMEN. THE INSTRUCTIONAL MATERIAL INCLUDES 26 CHAPTERS WITH PHOTOGRAPHS AND DRAWINGS. NEW MEDICAL FINDINGS REGARDING CLOSED-CHEST HEART COMPRESSION, ARTIFICIAL RESPIRATION, FIRST AID FOR LARYNGECTOMY VICTIMS, AND OTHER PHASES OF FIRST-AID WORK INCLUDING THE MOST RECENT RESCUE PROCEDURES AND TECHNIQUES ARE PRESENTED. REPRESENTATIVE CHAPTER TITLES ARE (1) CHILDBIRTH, (2) COMMON SQUAD EMERGENCIES, (3) OXYGEN THERAPY, (4) ELECTRICAL EMERGENCIES, (5) WATERFRONT OPERATIONS, (6) RECORDS AND REPORTS, (7) POST-MORTEM CONFERENCES, AND (8) LEGAL ASPECTS. EACH CHAPTER PROVIDES AN INTRODUCTION TO THE EMERGENCY, DEFINES TERMS, LISTS SYMPTOMS, AND EXPLAINS THE EQUIPMENT, METHODS, AND PROCEDURES NEEDED TO ADEQUATELY HANDLE THE SITUATION. THE COURSE SHOULD BE TAUGHT BY A QUALIFIED SQUADMAN. AN INSTRUCTOR'S MANUAL (VT 004 066) IS AVAILABLE. THIS TEXTBOOK IS AVAILABLE FOR $4.15 FROM—OHIO TRADE AND INDUSTRIAL EDUCATION SERVICE, INSTRUCTIONAL MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210. (HC)

VT 000 783
SMITH, ELIZABETH M.
NURSING PROCEDURES FOR THE PRACTICAL NURSE: LEARNER'S MANUAL .

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. TRADE AND INDUSTRIAL EDUCATION SERVICE
OHIO STATE UNIV., COLUMBUS. INSTRUCTIONAL MATERIALS LAB.
OHIO TRADE AND INDUSTRIAL EDUCATION SERVICE, INSTRUCTIONAL MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY,N1885 NEIL AVENUE, COLUMBUS, OHIO 43210 (4.00).
PUB DATE - FEB66 454P.

DESCRIPTORS - *STUDY GUIDES; *HEALTH OCCUPATIONS EDUCATION; *PRACTICAL NURSES; *PRACTICAL NURSING; ADULT VOCATIONAL EDUCATION

ABSTRACT - DEVELOPED BY A COMMITTEE OF INSTRUCTORS WITH LOCAL AND STATE SUPERVISORS, THIS MANUAL CONTAINS 81 NURSING PROCEDURES AND 68 ASSIGNMENT SHEETS DESIGNED TO ASSIST THE STUDENT IN LEARNING NURSING PROCEDURES. THE EXACT METHOD FOR USE OF THIS MATERIAL CAN VARY ACCORDING TO THE INSTRUCTIONAL SITUATION. TYPICAL ASSIGNMENT SHEET SUBJECTS ARE INTERPRETATION OF MEDICAL ABBREVIATIONS, ADMISSION OF PATIENT, ASEPSIS, MEASUREMENT OF INTAKE AND OUTPUT, AND COLLECTION OF SPECIMENS. THESE ASSIGNMENT SHEETS LIST OBJECTIVES, ASSIGNED READINGS, AND QUESTIONS. TYPICAL PROCEDURES PRESENTED ARE BACK RUB, BODY POSITIONS, DRAPING, ENEMA, HYPODERMIC INJECTION, AND POSTOPERATIVE CARE. THESE ARE ORGANIZED TO INCLUDE INTRODUCTORY INFORMATION, PURPOSE, EQUIPMENT, SAFETY FACTORS, STEPS, AND KEYPOINTS. A SEPARATE ANSWER BOOKLET, "NURSING PROCEDURES FOR THE PRACTICAL NURSE ANSWER BOOK" IS AVAILABLE AS VT 000 784. (JK)

VT 000 785
NURSING ARTS PRACTICE .

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. TRADE AND INDUSTRIAL EDUCATION SERVICE
NALM-1
OHIO TRADE AND INDUSTRIAL EDUCATION SERVICE, INSTRUCTIONAL MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY,
PUB DATE - 66 162P.

DESCRIPTORS - *STUDY GUIDES; *SKILLS; MANUALS; *HEALTH OCCUPATIONS EDUCATION; *PRACTICAL NURSES; *NURSES AIDES; NURSING; ADULT VOCATIONAL EDUCATION

ABSTRACT - THIS PROCEDURE MANUAL FOR USE BY ADULT STUDENTS PREPARING TO BECOME PRACTICAL NURSES OR NURSE AIDES WAS DEVELOPED BY A COMMITTEE OF INSTRUCTORS AND OTHER PROFESSIONAL NURSES ON THE LOCAL LEVEL. AFTER USE ON A TRIAL BASIS IT WAS REVISED. PROCEDURES ARE BASED ON PRACTICES FOLLOWED IN A NUMBER OF CLEVELAND HOSPITALS. INFORMATION SHEETS COVER SUCH TOPICS AS ADMISSION, TRANSFER, AND DISCHARGE OF PATIENTS, ALCOHOL SPONGE BATH, AND BED CRADLES. OBJECTIVES, BACKGROUND INFORMATION, AND SUPPLEMENTAL INFORMATION ARE OUTLINED. PROCEDURE SHEETS ON SUCH TOPICS AS AFTERNOON CARE, ASSISTING THE PATIENT FROM BED TO CHAIR, TUB BATH, AND SURGICAL BED OUTLINE PURPOSE, EQUIPMENT, PROCEDURE AND IMPORTANT POINTS TO REMEMBER. A TOTAL OF 64 INSTRUCTION AND PROCEDURE SHEETS ARE INCLUDED. (JK)

VT 001 023
BERRY, CHARLOTTE, AND OTHERS
DENTAL MATERIALS. (COURSE OUTLINE).

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. CURRICULUM LAB.
PUB DATE - JAN66 12P.

DESCRIPTORS - *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *DENTAL ASSISTANTS; MANIPULATIVE MATERIALS; DENTISTRY; POSTSECONDARY EDUCATION

ABSTRACT - OPPORTUNITIES FOR THE STUDENT TO LEARN ABOUT DENTAL MATERIALS AND TO DEVELOP BEGINNING SKILLS IN MANIPULATING THEM ARE PROVIDED IN THIS OUTLINE FOR A 1-QUARTER (TWO CLASS AND NINE LABORATORY HOURS PER WEEK) PREEMPLOYMENT, POST-HIGH SCHOOL COURSE. THE MATERIAL WAS DEVELOPED AT THE LOCAL AND STATE LEVELS BY A COMMITTEE OF TEACHERS AND A CURRICULUM SPECIALIST FOR HEALTH OCCUPATIONS. TOPICS INCLUDE--GYPSUM PRODUCTS, IMPRESSION MATERIALS, DENTAL WAXES AND ORGANIC BASE MATERIALS, RESTORATIVE MATERIALS IN OPERATIVE DENTISTRY, INLAY INVESTMENT AND CASTING PROCEDURES. THE TEACHER SHOULD BE A CERTIFIED DENTAL ASSISTANT WITH WORK EXPERIENCE AND APTITUDE FOR TEACHING. A SUGGESTED TEXT AND REFERENCES ARE LISTED. (PS)

VT 001 100 ED 013 305
OREM, DOROTHEA E.
GUIDES FOR DEVELOPING CURRICULA FOR THE EDUCATION OF PRACTICAL NURSES.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
OE-85004
PUB DATE - 66 176P.

DESCRIPTORS - *CURRICULUM DEVELOPMENT; *CURRICULUM PLANNING; *HEALTH OCCUPATIONS EDUCATION; NURSING; *PRACTICAL NURSES; *PROGRAM DEVELOPMENT

ABSTRACT - THE RELATIVELY UNCHANGING FACTORS UNDERLYING NURSING AND ITS PRACTICE ARE PRESENTED AND APPLIED IN THE DEVELOPMENT OF CURRICULUMS FOR THE EDUCATION OF PRACTICAL NURSES. THE GUIDE FOR DEVELOPING CURRICULUMS WAS PREPARED BY A REGISTERED NURSE IN COOPERATION WITH SEVERAL GROUPS AND MANY INDIVIDUALS, INCLUDING TWO PROGRAM SPECIALISTS OF THE PRACTICAL NURSE EDUCATION SECTION OF THE U.S. OFFICE OF EDUCATION AND THE NATIONAL ADVISORY COMMITTEE ON PRACTICAL NURSE EDUCATION. SOME OF THE TOPICS ARE -- (1) THE ART OF NURSING, (2) THE ROLES OF THE PRACTICAL NURSE IN NURSING PATIENTS, (3) GENERAL CHARACTERISTICS OF EDUCATION FOR NURSING PRACTICE, (4) ELEMENTS OF NURSING THAT CONDITION NURSING EDUCATION, (5) QUALIFICATIONS OF THOSE WHO DESIRE TO BECOME PRACTICAL NURSES, (6) GUIDING AND TEACHING STUDENT PRACTICAL NURSES, (7) NURSING SITUATIONS, (8) DESIGNING A CURRICULUM, (9) CURRICULA FOR THE EDUCATION OF PRACTICAL NURSES, AND (10) DEVELOPMENT OF THE AREAS OF LEARNING OF THE CURRICULUM. SELECTED READINGS AND ILLUSTRATIONS ARE INCLUDED. THIS DOCUMENT IS AVAILABLE AS GPO NUMBER FS 5.285--85004 FOR 60 CENTS FROM SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402. (PS)

VT 001 581
MEDICAL LABORATORY ASSISTANT; CURRICULUM GUIDE .

SPRINGFIELD TECHNICAL INST., MASS.
PUB DATE - ND 21P.

DESCRIPTORS - *CURRICULUM; *PROGRAM DESCRIPTIONS; *MEDICAL LABORATORY ASSISTANTS; *HEALTH OCCUPATIONS EDUCATION; CLINICAL EXPERIENCE; RECORDS (FORMS); AUDIOVISUAL AIDS; LABORATORY EQUIPMENT; SCIENCE INSTRUCTION; INTERAGENCY COORDINATION; CURRICULUM GUIDES

ABSTRACT - DESIGNED TO PREPARE HIGH SCHOOL GRADUATES TO ASSIST THE MEDICAL TECHNOLOGIST BY PERFORMING ROUTINE LABORATORY TESTS AND RELATED DUTIES IN THE CLINICAL LABORATORY, THE 1-YEAR PROGRAM INCLUDES: (1) 810 HOURS DIVIDED FAIRLY EQUALLY BETWEEN DIDACTIC INSTRUCTION AND PERFORMANCE OF LABORATORY PROCEDURES, AND (2) 270 HOURS OF EXTERNSHIP EXPERIENCE SCHEDULED WITH COOPERATING HOSPITALS. ORIENTATION UNITS INCLUDE: (1) PROFESSIONAL ETHICS, (2) MEDICAL TERMINOLOGY, (3) ELEMENTARY CHEMISTRY, (4) ELEMENTARY ANATOMY AND PHYSIOLOGY, (5) PSYCHOLOGY, AND (6) USE, CARE, AND MAINTENANCE OF LABORATORY EQUIPMENT. CLINICAL SUBJECTS INCLUDE ELECTROCARDIOGRAPHY, URINALYSIS, HEMATOLOGY, COAGULATION PROCEDURES, BLOOD BANK AND SEROLOGY, BACTERIOLOGY, BIOCHEMISTRY, AND SPINAL FLUID STUDIES. BASIC INSTRUCTION AND PROGRAM COORDINATION IS PROVIDED BY FACULTY OF THE SCHOOL AND SUPERVISION DURING THE

EXTERNSHIP BY REGISTERED MEDICAL TECHNOLOGISTS EMPLOYED BY THE COOPERATING HOSPITALS. THE GUIDE ALSO INCLUDES: (1) SUGGESTIONS FOR TEACHING ACTIVITIES AND STUDENT APPLICATIONS, (2) EXTERNSHIP POLICIES AND ROTATION PLAN, (3) AN EVALUATION REPORT FORM, (4) A FORM STATEMENT INDICATING AREAS OF STUDENT PROFICIENCY WHICH SUPPLEMENTS SCHOOL CERTIFICATES, (5) GENERAL PROGRAM POLICIES, AND (6) LISTS OF LABORATORY EQUIPMENT, REFERENCE MATERIALS, AND AUDIO-VISUAL AIDS. (JK)

VT 001 587
MEDICAL ASSISTANT, CURRICULUM GUIDE.

SPRINGFIELD TECHNICAL INST., MASS.
PUB DATE - ND 25P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *MEDICAL ASSISTANTS; *CURRICULUM GUIDES; *NONPROFESSIONAL PERSONNEL; MEDICAL SERVICES; SECRETARIES; JOB SKILLS; POST SECONDARY EDUCATION

ABSTRACT - PREPARED BY A COMMITTEE OF POSTSECONDARY HEALTH OCCUPATIONS FACULTY, THIS CURRICULUM GUIDE IS FOR TEACHER USE IN PLANNING A 2-SEMESTER MEDICAL ASSISTANT PROGRAM. CONCEPTS, SUGGESTED ACTIVITIES, APPLICATIONS, AND TIME ALLOTMENTS ARE LISTED FOR THESE COURSES: (1) ETHICS AND PROFESSIONAL ADJUSTMENT, (2) MEDICAL ASSISTING SKILLS, INCLUDING LABORATORY TECHNIQUES, PHYSICAL EXAMINATIONS, PRESCRIBED TREATMENT, RECEPTIONIST, CARE OF OFFICE AND EQUIPMENT, SECRETARIAL ASPECTS, AND MEDICAL RECORDS, (3) BASIC SCIENCES, INCLUDING ANATOMY, PHYSIOLOGY, BACTERIOLOGY, AND PSYCHOLOGY, (4) RELATED SUBJECTS, INCLUDING MEDICAL TERMINOLOGY, GROWTH AND DEVELOPMENT, NUTRITION, AND HYGIENE, (5) ENGLISH, AND (6) SUPERVISED EXTERNSHIP EXPERIENCE IN CLINICAL AGENCIES. ADDITIONAL INFORMATION PROVIDED INCLUDES GENERAL AND SPECIFIC OBJECTIVES, JOB DESCRIPTIONS, GENERAL INFORMATION ON THE EXTERNSHIP PROGRAM, STUDENT EVALUATION REPORT, A LISTING OF THE ADVISORY COMMITTEE MEMBERS, AND A BIBLIOGRAPHY OF BOOKS, PERIODICALS, FILMS, AUDIOVISUAL AIDS, AND FIELD TRIP SOURCES. (SB)

VT 001 876
BROOKS, S. HUBERT, AND OTHERS
X-RAY TECHNICIAN. (FILE, NO. 1315).

ALABAMA UNIV., UNIVERSITY. DEPT. OF TRADE AND INDUSTRIAL EDUCATION
TRADE AND INDUSTRIAL EDUCATION, STATE DEPARTMENT OF EDUCATION, P.O. BOX 2847, UNIVERSITY, ALABAMA 35486 (STUDY GUIDE, $1.25 EACH, ANSWER BOOKLET, $1.00 EACH).
PUB DATE - 63 73P.

DESCRIPTORS - *STUDY GUIDES; *HEALTH OCCUPATIONS EDUCATION; *RADIOGRAPHERS; MORPHOLOGY (BIOLOGY); *ROENTGENIZATION; HIGH SCHOOLS; *COOPERATIVE EDUCATION

ABSTRACT - THE GUIDE WAS DESIGNED FOR STUDENT USE IN A 2-YEAR, 360-HOUR COOPERATIVE HIGH SCHOOL PROGRAM FOR TRAINING X-RAY TECHNICIANS. THE MATERIAL WAS DEVELOPED BY SUBJECT MATTER SPECIALISTS AND TEACHER EDUCATORS AND TESTED IN HIGH SCHOOL PROGRAMS. THE GUIDE INCLUDES A PROGRESS RECORD FORM AND 54 JOB SHEETS BASED ON A TRADE ANALYSIS. EACH JOB SHEET GIVES STUDY REFERENCES AND RELATED QUESTIONS. SOME JOB SHEET TITLES ARE: (1) FUNDAMENTALS OF MAGNETISM AND ELECTRICITY, (2) THE X-RAY TUBE, (3) CHARACTERISTICS OF X-RAYS, (4) RECOGNIZE FILM, (5) SET UP DIAGNOSTIC APPARATUS, (6) TAKE RADIOGRAPH OF HIP, (7) TAKE RADIOGRAPH OF FEMUR, (8) TAKE RADIOGRAPH OF KNEE, (9) MAKE AN UPPER G.I. SERIES, (10) TAKE RADIOGRAPH OF KIDNEYS, URETERS, AND BLADDER, (11) MAKE A RADIOGRAPH OF THE FACIAL BONES, (12) MAKE A BRONCHOGRAM, (13) MAKE A MYELOGRAM, (14) MAKE AN INTRAVENOUS CHOLANGIOGRAM, AND (15) ETHICS. THE STUDY GUIDE, $1.25 EACH, AND AN ANSWER BOOKLET (VT 001 890), $1.00 EACH, ARE AVAILABLE. (PS)

VT 002 017
METCALF, WENDELL O.
HEALTH MAINTENANCE PROGRAMS FOR SMALL BUSINESS . SMALL BUSINESS MANAGEMENT SERIES NO. 16 (SECOND EDITION).

SMALL BUSINESS ADMINISTRATION, WASHINGTON, D.C.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (SBA1.12:16, $.30).
PUB DATE - 64 73P.

DESCRIPTORS - *SMALL BUSINESSES; *HEALTH PROGRAMS; INPLANT PROGRAMS; *RESOURCE MATERIALS; *BUSINESS EDUCATION; *HEALTH SERVICES; MANAGERIAL OCCUPATIONS; ADULT VOCATIONAL EDUCATION; INDIVIDUAL INSTRUCTION; PROGRAM ADMINISTRATION

ABSTRACT - BUSINESS NOW RECOGNIZES AS AN IMPORTANT FUNCTION THE MAINTENANCE OF THE HEALTH OF EMPLOYEES. IT HAS BEEN ESTIMATED THAT ABSENTEEISM COSTS BUSINESS ABOUT $9 BILLION A YEAR. EXPERIENCE HAS SHOWN THAT LOSSES DUE TO SICKNESS CAN BE REDUCED ONE-THIRD TO ONE-HALF BY PROVIDING IN-PLANT HEALTH SERVICES. MANY LARGER COMPANIES PROVIDE HEALTH SERVICES FOR THEIR EMPLOYEES AND THIS BOOKLET WAS DESIGNED AS A GUIDE FOR SMALL BUSINESSES IN THE LATEST PRACTICES AND STANDARDS IN INDUSTRIAL HEALTH SERVICES. CHAPTER TITLES ARE: (1) UNDERSTANDING THE NEED FOR HEALTH MAINTENANCE SERVICES, (2) PROVIDING THE SERVICES, (3) ESTIMATING THE COSTS, (4) DEALING WITH MANAGEMENT PROBLEMS, (5) USING COMMUNITY HEALTH RESOURCES, (6) TAKING ACTION, AND (7) SOME SOURCES OF ADDITIONAL HELP. (MM)

VT 002 036
KARNES, JAMES B., ED.
NURSING ASSISTANT, A COURSE OF STUDY DESIGNED FOR COOPERATIVE PART-TIME STUDENTS EMPLOYED IN NURSING OCCUPATIONS.

MISSOURI UNIV., COLUMBIA. DEPT. OF INDUSTRIAL EDUCATION
MISSOURI STATE DEPT. OF EDUCATION, JEFFERSON CITY. INDUSTRIAL EDUCATION SECTION
INDUSTRIAL EDUCATION, 103 INDUSTRIAL EDUCATION BUILDING, UNIVERSITY OF MISSOURI,

COLUMBIA, MISSOURI 65201 ($1.50).
PUB DATE - JAN67 112P.

DESCRIPTORS - *STUDY GUIDES; *HEALTH OCCUPATIONS EDUCATION; *NURSES AIDES; *NURSING; HOSPITALS; HIGH SCHOOLS; POSTSECONDARY EDUCATION; *COOPERATIVE EDUCATION; INDIVIDUAL INSTRUCTION

ABSTRACT - RELATED OCCUPATIONAL INFORMATION IS PRESENTED FOR INDIVIDUAL STUDENT USE IN HIGH SCHOOL OR POST-SECONDARY COOPERATIVE PART-TIME PROGRAMS. THE MATERIAL WAS DEVELOPED BY SUBJECT MATTER SPECIALISTS AND RESEARCH ASSISTANTS IN CONSULTATION WITH A COMMITTEE AND REVISED AFTER SEVERAL YEARS USE. JOB TRAINING ACTIVITIES AND RELATED INFORMATION ARE CORRELATED WITH 24 ASSIGNMENT SHEETS EACH OF WHICH GIVES INFORMATION, REFERENCES, AND OBJECTIVE-TYPE QUESTIONS. SOME ASSIGNMENT SHEETS ARE--(1) NURSING AS A CAREER, (2) PERSONALITY AND PERSONAL HYGIENE, (3) CARE OF HOSPITAL EQUIPMENT, (4) CARE OF PATIENT'S UNIT, (5) ADMISSION AND DISCHARGE OF PATIENTS, (6) DAILY CARE AND PERSONAL SERVICE, (7) COMFORT AND REHABILITATION, (8) BODY MECHANICS AND MOVING PATIENTS, (9) SHAMPOOING HAIR, (10) RECREATIONAL DIVERSIONS FOR PATIENTS, (11) CHARTS AND RECORDS, (12) EXAMINATION PROCEDURES, (13) ADMINISTRATION OF MEDICINES, (14) DRESSINGS AND BANDAGES, (15) ISOLATED PATIENT, AND (16) CARE OF THE MOTHER AND HER BABY. TIME ALLOTMENT IS 180 HOURS. THE STUDENT SHOULD BE A SENIOR IN HIGH SCHOOL AND HAVE PREREQUISITE COURSES IN BASIC HEALTH OCCUPATIONS. AN INSTRUCTOR'S ANSWER KEY (VT 002 074), 50 CENTS EACH, IS AVAILABLE. (PS)

VT 002 038
KARNES, JAMES B., ED.
MEDICAL ASSISTANT, A COURSE OF STUDY DESIGNED FOR COOPERATIVE PART-TIME STUDENTS EMPLOYED AS MEDICAL ASSISTANTS.

MISSOURI UNIV., COLUMBIA. DEPT. OF INDUSTRIAL EDUCATION
MISSOURI STATE DEPT. OF EDUCATION, JEFFERSON CITY. INDUSTRIAL EDUCATION SECTION
INDUSTRIAL EDUCATION, 103 INDUSTRIAL EDUCATION BUILDING, UNIVERSITY OF MISSOURI, COLUMBIA, MISSOURI 65201 (INSTRUCTOR'S ANSWER KEY, $.50 EACH, STUDY GUIDE, $1.50 EACH).
PUB DATE - JUL64 95P.

DESCRIPTORS - *STUDY GUIDES; *HEALTH OCCUPATIONS EDUCATION; *MEDICAL SECRETARIES; HIGH SCHOOLS; POST SECONDARY EDUCATION; *COOPERATIVE EDUCATION

ABSTRACT - SEVENTEEN ASSIGNMENT SHEETS COVERING 180 HOURS OF RELATED OCCUPATIONAL INFORMATION MAKE UP THIS STUDY GUIDE FOR USE ON AN INDIVIDUAL BASIS IN A PART-TIME COOPERATIVE OCCUPATIONAL EDUCATION PROGRAM. THE MATERIAL WAS DEVELOPED IN CONSULTATION WITH A STATE COMMITTEE BY TEACHER EDUCATORS AND RESEARCH ASSISTANTS AND REVISED AFTER SEVERAL YEARS OF USE IN THE FIELD. EACH ASSIGNMENT SHEET IS CORRELATED WITH JOB TRAINING ACTIVITIES AND PROVIDES A DESCRIPTION OF THE UNIT, ASSIGNMENT, REFERENCES, AND OBJECTIVE-TYPE QUESTIONS. ASSIGNMENTS ARE: (1) INTRODUCTION, (2) PERSONAL QUALIFICATIONS, (3) MEDICAL ETHICS AND LEGAL AFFAIRS, (4) APPOINTMENTS AND TELEPHONE TECHNIQUES, (5) RECEPTION OF PATIENTS AND OFFICE ARRANGEMENTS, (6) WORKING WITH A SPECIALIST, (7) FEES, BILLS, AND ACCOUNTS, (8) FINANCIAL RECORDS, (9) PATIENT MEDICAL RECORDS, (10) FILING RECORDS, (11) INSURANCE, (12) ASSISTING THE DOCTOR WITH PHYSICAL EXAMINATIONS, (13) STERILIZATION AND CARE OF INSTRUMENTS, (14) ORDERING AND CARE OF SUPPLIES, (15) MEDICAL OFFICE CORRESPONDENCE, (16) HOSPITAL MEDICAL SECRETARY, AND (17) PREPARING MEDICAL MANUSCRIPTS. STUDENTS SHOULD BE HIGH SCHOOL SENIORS AND HAVE COMPLETED A BASIC HEALTH OCCUPATIONS COURSE. TRAINING PLAN AND PROGRESS RECORD FORMS FOR USE BY STUDENT, EMPLOYER, AND TEACHER ARE INCLUDED. AN INSTRUCTOR'S ANSWER KEY (VT 002 037), 50 CENTS EACH, AND THE STUDY GUIDE, $1.50 EACH, ARE AVAILABLE. (PS)

VT 002 079 ED 017 657
KARNES, JAMES B.
MEDICAL RECORD TECHNOLOGY. A COURSE OF STUDY DESIGNED FOR COOPERATIVE PART-TIME STUDENTS EMPLOYED IN MEDICAL RECORD LIBRARIES.

MISSOURI UNIV., COLUMBIA. DEPT. OF INDUSTRIAL EDUCATION
MISSOURI STATE DEPT. OF EDUCATION, JEFFERSON CITY. INDUSTRIAL EDUCATION SECTION
INDUSTRIAL EDUCATION, 103 INDUSTRIAL EDUCATION BUILDING, UNIVERSITY OF MISSOURI, COLUMBIA, MISSOURI 65201N($1.50).
PUB DATE - AUG64 136P.

DESCRIPTORS - *STUDY GUIDES; *HEALTH OCCUPATIONS EDUCATION; GRADE 11; POST SECONDARY EDUCATION; ASSIGNMENTS; *COOPERATIVE EDUCATION; STUDENT RECORDS; *MEDICAL RECORD TECHNICIANS

ABSTRACT - DESIGNED FOR USE BY ELEVENTH GRADE COOPERATIVE PART-TIME STUDENTS EMPLOYED IN MEDICAL RECORD LIBRARIES, THIS GUIDE MAY ALSO BE USED IN AREA VOCATIONAL OR POST-HIGH SCHOOL SETTINGS. IT WAS DEVELOPED BY A CONSULTANT COMMITTEE, TEACHER EDUCATORS, AND RESEARCH ASSISTANTS AT THE STATE LEVEL AND REVISED AFTER USE IN THE FIELD. THE CONTENT OBJECTIVES ARE FOR STUDENT MASTERY OF JOB SKILLS AND PROCEDURES, COMPREHENSION OF INFORMATION BASIC TO THE OCCUPATION, AND DEVELOPMENT OF ESSENTIAL PERSONAL-SOCIAL TRAITS. ASSIGNMENT SHEETS PROVIDE BASIC INFORMATION, RELATED READINGS, EXERCISES RELATED TO THE WORK SITUATION, AND OBJECTIVE-TYPE TESTS FOR THE AREAS (1) THE MEDICAL RECORD LIBRARIAN AND TECHNICIAN, (2) VALUES AND USES OF THE MEDICAL RECORD, (3) BASIC AND SPECIAL MEDICAL RECORDS, (4) RESPONSIBILITY IN RECORD PREPARATION, (5) MEDICAL TERMINOLOGY, (6) FILMING AND FILING PROCEDURES, (7) DISEASE AND OPERATION NOMENCLATURE, (8) INDEXING PROCEDURES, (9) THE "INTERNATIONAL CLASSIFICATION OF DISEASES" AND DATA PROCESSING PROCEDURES, (10) STATISTICAL DATA, (11) LEGAL ASPECTS, (12) INTERDEPARTMENTAL RELATIONS, AND (14) INTRADEPARTMENTAL ORGANIZATION. AN ANALYSIS OF MEDICAL RECORD TECHNOLOGY AND PROGRESS RECORDS TO BE COMPLETED BY THE EMPLOYER, TEACHER, AND STUDENT ARE INCLUDED. THE

MATERIAL SHOULD BE USED WITH RELATED INSTRUCTION FOR INDIVIDUAL STUDENTS BY A QUALIFIED COORDINATOR OR COMPETENT HEALTH OCCUPATIONS TEACHER. THE TIME ALLOTMENT IS 180 DAYS. THIS DOCUMENT IS AVAILABLE FOR $1.50 FROM INDUSTRIAL EDUCATION, 103 INDUSTRIAL EDUCATION BUILDING, UNIVERSITY OF MISSOURI, COLUMBIA, MISSOURI 65201. (JK)

VT 002 114
SURGICAL TECHNICIAN PROCEDURES.

DAVID HALE FANNING TRADE HIGH SCHOOL, WORCESTER, MASS.
PUB DATE - OCT63 46P.

DESCRIPTORS - *STUDY GUIDES; *HEALTH OCCUPATIONS EDUCATION; *SURGICAL TECHNICIANS; POST SECONDARY EDUCATION; INSTRUCTIONAL MATERIALS

ABSTRACT - THIS PROCEDURE MANUAL DEVELOPED BY SURGEONS AND SURGICAL NURSES FOR STUDENT USE HAS BEEN USED FOR SEVERAL YEARS IN A 9-MONTH POST-HIGH SCHOOL PROGRAM TO PREPARE SURGICAL TECHNICIANS. PROCEDURES TO BE PERFORMED BY THE TECHNICIAN INCLUDE SCRUBBING, GOWNING, GLOVING, POSITIONING THE PATIENT, TAKING THE SPONGE COUNT, AND STERILIZING INSTRUMENTS AND TEXTILES AFTER A SEPTIC CASE. ALSO INCLUDED ARE DESCRIPTIONS OF SURGICAL AND DIAGNOSTIC PROCEDURES, AN OUTLINE OF A MANUAL SIGNAL SYSTEM FOR USE DURING OPERATIONS, AND INFORMATION ABOUT FIRE HAZARDS. EXTENSIVE ILLUSTRATIONS INCLUDE POSITIONING OF PATIENTS, INSTRUMENTS, AND SURGICAL PROCEDURES. RELATED MATERIALS INCLUDE A PROGRAM OUTLINE, LISTINGS OF REFERENCES AND FILMS, A STUDENT EXPERIENCE RECORD, A FINAL STUDENT RECORD, AND AN INFORMATIONAL PAMPHLET. (JK)

VT 002 138
PROGRAM IN ASSOCIATE DEGREE IN APPLIED SCIENCE IN NURSING.

IOWA UNIV., IOWA CITY
PUB DATE - 17MAR67 5P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *NURSING; *CURRICULUM; ASSOCIATE DEGREES; *PROGRAM DESCRIPTIONS; COLLEGE PROGRAMS; COURSE DESCRIPTIONS
IDENTIFIERS - UNIVERSITY OF IOWA

ABSTRACT - THE 22-MONTH, 98-SEMESTER HOUR PROGRAM, COVERING 2 ACADEMIC YEARS AND 2 SUMMER SESSIONS AND LEADING TO THE DEGREE OF ASSOCIATE IN APPLIED SCIENCE, PREPARES MEN AND WOMEN FOR FIRST LEVEL GENERAL DUTY NURSING POSITIONS. STUDENTS MUST BE 17 YEARS OF AGE OR OLDER AND HAVE GRADUATED FROM HIGH SCHOOL OR PASSED THE EQUIVALENT EXAMINATION. THE CURRICULUM, INVOLVING 128 HOURS OF CLINICAL LABORATORY PRACTICE, INCLUDES FUNDAMENTALS OF NURSING, NURSING TRENDS, ADULT AND CHILDREN, MATERNAL AND INFANT, PSYCHIATRIC, ADVANCED ADULT, AND COMPREHENSIVE NURSING. OTHER REQUIRED COURSES ARE PHYSICAL AND BIOLOGICAL SCIENCE I AND II, SOCIOLOGY, BASIC COMMUNICATION SKILLS, BASIC NUTRITION, HUMAN GROWTH AND DEVELOPMENT, AND PSYCHOLOGY. (JK)

VT 002 161
COHN, GARY, COMP.
CABRILLO COLLEGE X-RAY TECHNOLOGY PROGRAM.

CABRILLO COLL., APTOS, CALIF.
PUB DATE - OCT63 17P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; RADIOGRAPHERS; *CURRICULUM GUIDES; *CURRICULUM; TECHNICAL EDUCATION

ABSTRACT - THE CURRICULUM OFFERED CONFORMS TO REQUIREMENTS OF THE AMERICAN COLLEGE OF RADIOLOGY, THE AMERICAN MEDICAL ASSOCIATION, AND THE AMERICAN REGISTRY AND AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS. THE FIRST SEMESTER OF THE 24-MONTH HOSPITAL-COLLEGE COOPERATIVE PROGRAM IS SPENT EXCLUSIVELY AT THE COLLEGE WHICH OFFERS ELEMENTARY PHYSICS, HUMAN ANATOMY, ENGLISH COMPOSITION, HEALTH EDUCATION, TYPING AND "ACTIVITY" TO TOTAL 15-1/2 UNITS. DURING THE REMAINDER OF THE PROGRAM, THE STUDENT EARNS NINE UNITS IN ENGLISH OR SPEECH, HISTORY, AND POLITICAL SCIENCE AND 40 UNITS IN X-RAY TECHNOLOGY WHICH INCLUDES RADIOGRAPHIC PROCEDURES, MEDICAL TERMINOLOGY, ETHICS, MATHEMATICS, ANATOMY, AND PHYSICS. CLINICAL EXPERIENCE BEGINS IN THE THIRD TERM AND CONTINUES TO THE END OF THE PROGRAM. LECTURES IN MEDICAL TECHNOLOGY TOTAL 436 HOURS, AND LABORATORIES, INCLUDING CLINICAL EXPERIENCE, TOTAL 2,484. THE LABORATORY SCHEDULE, DAY AND EVENING LECTURE TOPICS, AND A READING REFERENCE LIST ARE INCLUDED. (JK)

VT 002 206
BERRY, CHARLOTTE, AND OTHERS
INTRODUCTION TO DENTAL ASSISTING. (COURSE OUTLINE).

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. CURRICULUM LAB.
PUB DATE - JAN66 8P.

DESCRIPTORS - CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *DENTAL ASSISTANTS; POSTSECONDARY EDUCATION

ABSTRACT - A BRIEF OUTLINE IS PRESENTED FOR A 1-QUARTER, 2 HOURS PER WEEK, PREEMPLOYMENT, POST-HIGH SCHOOL COURSE WHICH PROVIDES OPPORTUNITIES FOR THE STUDENT TO LEARN ABOUT THE DENTAL HEALTH TEAM, THE ROLE OF THE DENTAL ASSISTANT, AND THE LEGAL ASPECTS OF DENTAL ASSISTING. THE MATERIAL WAS DEVELOPED BY A COMMITTEE OF TEACHERS AND REVIEWED BY A CURRICULUM SPECIALIST FOR HEALTH OCCUPATIONS AT THE STATE LEVEL. THE TEACHER OF THE COURSE SHOULD BE A CERTIFIED DENTAL ASSISTANT WITH WORK-EXPERIENCE AND APTITUDE FOR TEACHING. A SUGGESTED TEXT AND REFERENCES ARE LISTED. (PS)

VT 002 281 ED 013 321
MEDICAL LABORATORY ASSISTANT, A SUGGESTED GUIDE FOR A TRAINING PROGRAM.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
OE-87017
PUB DATE - 66 123P.

DESCRIPTORS - CURRICULUM; *CURRICULUM GUIDES;

*HEALTH OCCUPATIONS EDUCATION; *MEDICAL LABORATORY ASSISTANTS; POST SECONDARY EDUCATION; PROGRAM DEVELOPMENT; *PROGRAM PLANNING; TEACHING GUIDES
IDENTIFIERS - MDTA PROGRAMS

ABSTRACT - INFORMATION IS GIVEN TO ASSIST IN ORGANIZING AND ADMINISTERING A TRAINING PROGRAM FOR MEDICAL LABORATORY ASSISTANTS IN A VARIETY OF SETTINGS AND TO PROVIDE GUIDANCE IN ESTABLISHING NEW PROGRAMS AND IN EVALUATING EXISTING ONES. THE MATERIAL WAS PREPARED UNDER THE DIRECTION OF THE NATIONAL COMMITTEE FOR CAREERS IN MEDICAL TECHNOLOGY. PATHOLOGISTS AND MEDICAL TECHNOLOGISTS PARTICIPATED IN THE ORGANIZATIONAL AND DEVELOPMENTAL STAGES. ALL MATERIAL WAS REVIEWED BY A REPRESENTATIVE NATIONAL GROUP OF EXPERT CONSULTANTS IN THE FIELD OF LABORATORY MEDICINE. THE 12-MONTH PROGRAM WAS DESIGNED FOR HIGH SCHOOL GRADUATES OR THEIR EQUIVALENT TO BE ADMINISTERED BY A TEACHING STAFF COMPOSED OF A NATIONAL DIRECTOR, A TEACHING SUPERVISOR, AND INSTRUCTORS. AN OUTLINE OF INFORMATIONAL MATERIAL TO BE PRESENTED IN THE CLASSROOM, LABORATORY PROCEDURES TO BE DEMONSTRATED AND THEN PERFORMED AS DIRECT EXERCISES BY THE STUDENTS, AS WELL AS RELEVANT BIBLIOGRAPHIES, AUDIOVISUAL AIDS, AND STUDY QUESTIONS ARE PRESENTED FOR THE FOLLOWING UNITS -- (1) ORIENTATION TO THE CLINICAL LABORATORY, (2) BACTERIOLOGY, (3) SEROLOGY, (4) PARASITOLOGY (5) HEMATOLOGY, (6) CLINICAL CHEMISTRY, (7) BLOOD BANKING, (8) ROUTINE ANALYSIS, AND (9) BASAL METABOLISM -- ELECTROCARDIOGRAPHY. THIS DOCUMENT IS AVAILABLE AS GPO NUMBER FS 5.287-87017 FOR 60 CENTS FROM SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402. (PS)

VT 002 499
COCKRUM, JIM
SUPERVISED STUDY GUIDE FOR DENTAL LABORATORY TECHNICIAN.

TEXAS UNIV., AUSTIN. DEPT. OF INDUSTRIAL EDUCATION
TEXAS EDUCATION AGENCY, AUSTIN. INDUSTRIAL EDUCATION DIV.
INDUSTRIAL EDUCATION DEPARTMENT, DIVISION OF EXTENSION, THE UNIVERSITY OF TEXAS, AUSTIN, TEXAS 78712 (ANSWER KEY TO ASSIGNMENT SHEETS AND UNIT TESTS, $2.40 EACH, STUDY GUIDE AND UNIT TESTS, $6.25 A SET).
PUB DATE - JUN67 167P.

DESCRIPTORS - *STUDY GUIDES; *HEALTH OCCUPATIONS EDUCATION; *DENTAL TECHNICIANS; GRADE 11; GRADE 12; STUDENT RECORDS; *COOPERATIVE EDUCATION; INDIVIDUAL INSTRUCTION

ABSTRACT - THE INDIVIDUAL STUDY GUIDE WAS DESIGNED FOR USE IN PRESENTING RELATED TECHNICAL INSTRUCTION FOR LABORATORY TECHNICIAN ASSISTANT TO EMPLOYED STUDENTS IN JUNIOR AND SENIOR HIGH SCHOOL CLASSES OR A TECHNICAL INSTITUTE IN A 2-YEAR, PART-TIME PROGRAM (360 HOURS). THE MATERIAL WAS DEVELOPED BY A COMMITTEE OF COORDINATORS AT THE STATE LEVEL. A PROGRESS RECORD FORM CORRELATES JOB AND CLASS ACTIVITIES. UNITS ARE (1) INTRODUCTION (NATURE OF WORK AND OPPORTUNITIES FOR THE DENTAL LABORATORY TECHNICIAN), (2) DENTAL MATERIALS, (3) DENTAL ANATOMY, (4) FULL DENTURES, (5) REMOVABLE PARTIAL DENTURES, AND (6) INLAYS, CROWNS, AND FIXED PARTIAL DENTURES. ASSIGNMENT SHEETS FOR SPECIFIC SUBJECTS WITHIN EACH UNIT GIVE AIM, INTRODUCTORY INFORMATION, REFERENCE, AND QUESTIONS. A REQUIRED AND OTHER SUGGESTED REFERENCES ARE LISTED. THE ANSWER KEY (VT 001 842) TO ASSIGNMENT SHEETS AND UNIT TESTS, $2.40 EACH, AND THE STUDY GUIDE AND UNIT TESTS (VT 002 533) $6.25 A SET, ARE AVAILABLE. (PS)

VT 002 592
HEALTH OCCUPATIONS PLANNING GUIDE, MEDICAL ASSISTANT.

NORTH CAROLINA STATE DEPT. OF PUBLIC INSTRUCTION, RALEIGH. TRADE AND INDUSTRIAL EDUCATION
TIE SERIES NO. 56
PUB DATE - JUL66 29P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *HIGH SCHOOLS; *MEDICAL ASSISTANTS; *PROGRAM GUIDES; *ADMINISTRATOR GUIDES; TEACHER QUALIFICATIONS; PHYSICAL FACILITIES; CLINICAL EXPERIENCE; PROGRAM COSTS; ADMISSION CRITERIA; EQUIPMENT; BIBLIOGRAPHIES
IDENTIFIERS - NORTH CAROLINA

ABSTRACT - THIS GUIDE WAS DEVELOPED TO HELP HIGH SCHOOL ADMINISTRATORS PLAN FOR MEDICAL ASSISTANT TRAINING AS PROVIDED BY THE DEPARTMENT OF PUBLIC INSTRUCTION. SECTIONS OF THE DOCUMENT ARE: (1) OBJECTIVES AND PHILOSOPHY, (2) JOB DESCRIPTION, (3) COURSE DESCRIPTION AND OUTLINE, (4) TEACHER CERTIFICATION, (5) STUDENT SELECTION, (6) STUDENT TRAINING RESTRICTIONS, (7) MEDICAL ASSISTANT CURRICULUM OPTIONS, (8) SUGGESTIONS FOR STUDENT SCHEDULING, (9) PHYSICAL FACILITIES, (10) CLINICAL FACILITIES, (11) ESTIMATED COST OF MEDICAL ASSISTANT PROGRAM, (12) ESTIMATED EQUIPMENT AND SUPPLIES, AND (13) BOOKS AND REFERENCES. FORMS USED IN CONNECTION WITH THE PROGRAM ARE APPENDED. (JK)

VT 002 597
HEALTH OCCUPATIONS PLANNING GUIDE: WARD SECRETARY, COURSE NO. 783.3.

NORTH CAROLINA STATE DEPT. OF PUBLIC INSTRUCTION, RALEIGH. TRADE AND INDUSTRIAL EDUCATION
TIE SERIES NO. 55
PUB DATE - AUG65 23P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *HIGH SCHOOLS; *WARD CLERKS; CURRICULUM GUIDES; *ADMINISTRATOR GUIDES; TEACHER QUALIFICATIONS; PHYSICAL FACILITIES; ADMISSION CRITERIA; CLINICAL EXPERIENCE; PROGRAM COSTS; EQUIPMENT; BIBLIOGRAPHIES; SCHEDULING
IDENTIFIERS - NORTH CAROLINA

ABSTRACT - THIS GUIDE WAS DEVELOPED TO HELP HIGH SCHOOL ADMINISTRATORS PLAN FOR WARD SECRETARY TRAINING AS PROVIDED FOR BY THE DEPARTMENT OF PUBLIC INSTRUCTION. SECTIONS OF

THE DOCUMENT ARE: (1) OBJECTIVES AND PHILOSOPHY, (2) WARD SECRETARY COURSE DESCRIPTION AND OUTLINE, (3) TEACHER CERTIFICATION, (4) STUDENT SELECTION, (5) WARD SECRETARY CURRICULUM OPTIONS, (6) SUGGESTIONS FOR STUDENT SCHEDULING, (7) PHYSICAL FACILITIES, (8) ESTIMATED COSTS OF WARD SECRETARY PROGRAM, (9) ESTIMATED EQUIPMENT AND SUPPLIES, AND (10) BOOKS AND REFERENCE MATERIALS. FORMS USED IN CONNECTION WITH THE PROGRAM ARE APPENDED. (JK)

VT 002 598
TRADE PREPARATORY TRAINING CURRICULUM GUIDE: NURSES ASSISTANT 2, COURSE NO. 783.2.

NORTH CAROLINA STATE DEPT. OF PUBLIC INSTRUCTION, RALEIGH. TRADE AND INDUSTRIAL EDUCATION
T.I.E. SERIES NO. 64
PUB DATE - APR66 21P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *CURRICULUM GUIDES; *NURSES AIDES; NURSING; BIBLIOGRAPHIES; *TEACHING GUIDES; AUDIOVISUAL AIDS; GRADE 11; GRADE 12

ABSTRACT - THIS CURRICULUM GUIDE PROVIDES A GENERAL OUTLINE OF SUBJECT MATTER TO ASSIST THE TEACHER IN PRESENTING A COURSE TO PREPARE HIGH SCHOOL JUNIORS AND SENIORS AS NURSES' ASSISTANTS. UNITS ARE: (1) STUDENT ORIENTATION, (2) INTRODUCTION TO NURSING, (3) HEALTH WORKERS, (4) HUMAN BEHAVIOR, (5) MEANING OF HEALTH, (6) MEETING NUTRITIONAL NEEDS, (7) MEETING THE NEEDS OF THE HOSPITAL PATIENT, (8) USE OF TRANSPORTATION EQUIPMENT, (9) OBSERVING AND REPORTING, (10) MEETING THE NEEDS OF THE SICK CHILD, (11) MEETING THE NEEDS OF THE ELDERLY PATIENT, AND (12) CAREER AND EMPLOYMENT OPPORTUNITIES. EACH UNIT INCLUDES INFORMATION AND SKILLS TO BE TAUGHT, METHODS OF TEACHING, AND SOURCES OF INFORMATION. THE COURSE IS PLANNED FOR APPROXIMATELY 120-MINUTE PERIODS TO BE SCHEDULED 5 DAYS PER WEEK FOR 36 WEEKS. THE COMPLETE TIME ALLOWANCE IS 360 HOURS WITH 134 HOURS DEVOTED TO THEORY AND LABORATORY AND 226 TO PRACTICE IN A CLINICAL HOSPITAL SITUATION. A BIBLIOGRAPHY, LISTINGS OF TEACHING AIDS, AND FORMS USED IN CONNECTION WITH THE PROGRAM ARE INCLUDED. AN INTRODUCTORY HEALTH OCCUPATIONS COURSE, DESCRIBED IN VT 002 599 (AIM SPRING 1970), IS A PREREQUISITE. (JK)

VT 002 599
TRADE PREPARATORY TRAINING CURRICULUM GUIDE: HEALTH OCCUPATIONS I, COURSE NO. 783.1.

NORTH CAROLINA STATE DEPT. OF PUBLIC INSTRUCTION, RALEIGH. TRADE AND INDUSTRIAL EDUCATION
T.I.E. SERIES NO. 58
PUB DATE - AUG65 34P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *CURRICULUM GUIDES; *PREVOCATIONAL EDUCATION; STUDENT RECORDS (FORMS); OCCUPATIONAL INFORMATION; SECONDARY GRADES; TEACHING GUIDES; AUDIOVISUAL AIDS; BIBLIOGRAPHIES

ABSTRACT - THIS CURRICULUM GUIDE IS INTENDED TO ASSIST THE TEACHER IN PLANNING AND PRESENTING AN INTRODUCTORY COURSE IN HEALTH OCCUPATIONS TO HIGH SCHOOL STUDENTS. TEACHERS SHOULD DEVELOP THEIR OWN COURSE OUTLINES TO MEET THE NEEDS OF THE STUDENTS IN THEIR COMMUNITIES. COURSE OBJECTIVES ARE TO: (1) INTRODUCE THE STUDENT TO THE FIELD AND TO EMPLOYMENT OPPORTUNITIES AND RESPONSIBILITIES, (2) STIMULATE STUDENT INTEREST IN THE PARA-MEDICAL FIELD, AND (3) HELP THE STUDENT TO PREPARE FOR JOB OPPORTUNITIES. THE UNITS ARE: (1) STUDENT ORIENTATION TO HEALTH OCCUPATIONS I, (2) INTRODUCTION TO THE HEALTH OCCUPATIONS, (3) HYGIENIC ASPECTS OF PERSONAL AND COMMUNITY HEALTH, (4) PROMOTION OF GOOD HEALTH AND PREVENTION OF DISEASE, (5) LEGAL ASPECTS OF HEALTH, AND (6) ROLE OF THE STUDENT IN HEALTH OCCUPATIONS. EACH UNIT INCLUDES INFORMATION AND SKILLS TO BE TAUGHT, METHODS OF TEACHING, AND SOURCES OF INFORMATION. A BIBLIOGRAPHY, LISTINGS OF TEACHING AIDS, AND FORMS USED IN CONNECTION WITH THE COURSE ARE INCLUDED. (JK)

VT 002 666
BEING A WARD CLERK; STUDENT MANUAL .

HOSPITAL RESEARCH AND EDUCATIONAL TRUST, CHICAGO, ILL.
AMERICAN HOSPITAL ASSOCIATION, CHICAGO, ILL.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
ROBERT J. BRADY COMPANY, 130 QUE STREET, N.E., WASHINGTON, D.C. 20002 ($4.50).
PUB DATE - 67 247P.

DESCRIPTORS - *STUDY GUIDES; *HEALTH OCCUPATIONS EDUCATION; *WARD CLERKS; HOSPITALS; *ADULT VOCATIONAL EDUCATION; ON THE JOB TRAINING; *TEXTBOOKS

ABSTRACT - THIS STUDY GUIDE FOR THE USE OF STUDENTS IN A COURSE TO PREPARE THEM FOR EMPLOYMENT AS WARD CLERKS PARALLELS "TRAINING THE WARD CLERK; INSTRUCTOR'S GUIDE" (VT 002 667) IN FORMAT AND CONTENT. LESSONS PROVIDE BACKGROUND MATERIALS AND DISCUSS POLICIES AND PROCEDURES. A COLUMN IS ALLOWED ON EACH PAGE FOR THE STUDENT'S NOTES. (JK)

VT 002 667
TRAINING THE WARD CLERK; INSTRUCTOR'S GUIDE .

HOSPITAL RESEARCH AND EDUCATIONAL TRUST, CHICAGO, ILL.
AMERICAN HOSPITAL ASSOCIATION, CHICAGO, ILL.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
ROBERT J. BRADY COMPANY, 130 QUE STREET, N.E., WASHINGTON, D.C. ($5.50).
PUB DATE - 67 220P.

DESCRIPTORS - *TEACHING GUIDES; *HEALTH OCCUPATIONS EDUCATION; *WARD CLERKS; HOSPITALS; ON THE JOB TRAINING; *ADULT VOCATIONAL EDUCATION

ABSTRACT - THIS GUIDE IS FOR TEACHER USE IN PLANNING AND TEACHING A COURSE OF 60 HOURS PLUS ON-THE-JOB TRAINING TO PREPARE HIGH SCHOOL GRADUATES IN A HIGH SCHOOL OR JUNIOR COLLEGE SETTING FOR EMPLOYMENT AS WARD CLERKS. IT WAS DEVELOPED ON THE NATIONAL LEVEL BY PROFESSIONAL CONSULTANTS IN NURSING AND MEDICAL RECORDS; TESTING IN HUNDREDS OF

HEALTH CARE INSTITUTIONS HAS RESULTED IN ITS REFINEMENT. INTRODUCTORY INFORMATION EXPLAINS A FIVE-STEP TEACHING METHOD AND PROVIDES A PRE-COURSE AND AN INSTRUCTIONAL CHECKLIST. LESSON PLANS POINT UP OBJECTIVES, IDENTIFY MAJOR TOPICS, AND SUB-TOPICS, AND SUGGEST EQUIPMENT AND TEACHING AIDS. THE FORMAT PROVIDES A COLUMN FOR INSTRUCTOR'S NOTES. SUBJECTS OF THE LESSONS ARE ORIENTATION COMMUNICATION, WORKING ENVIRONMENT, PATIENTS AND VISITORS, EMERGENCIES, CLERICAL RESPONSIBILITIES, THE PATIENT'S CHART, PATIENT-CENTERED ACTIVITIES, RELATIONSHIPS WITH OTHER DEPARTMENTS, MEDICAL TERMINOLOGY, AND MEDICAL ORDERS. STUDENTS SHOULD HAVE AN EIGHTH GRADE READING LEVEL. SUPPLEMENTARY MATERIALS AVAILABLE ARE 35 TRANSPARENCIES AND 45 OVERLAYS KEYED TO EACH LESSON. "BEING A WARD CLERK" (VT 002 666), A STUDENT MANUAL, PARALLELS THE DOCUMENT IN FORMAT AND CONTENT. (JK)

VT 002 792
HILL, JOY
SURGICAL TECHNICIAN UNIT, SURGICAL ASEPTIC TECHNIQUE.

KENTUCKY UNIV., LEXINGTON. INSTRUCTIONAL MATERIALS LAB.
PUB DATE - DEC66 20P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *SURGICAL TECHNICIANS; *ASEPTIC TECHNIQUES; *TEACHING GUIDES; *UNITS OF STUDY (SUBJECT FIELDS); ADULT VOCATIONAL EDUCATION

ABSTRACT - THE 15-DAY UNIT DEALS WITH THE PRINCIPLES AND TECHNIQUES NECESSARY TO MAINTAIN THE STERILE FIELD AFTER THE EQUIPMENT AND SUPPLIES HAVE BEEN STERILIZED. IT WAS DESIGNED FOR USE IN VOCATIONAL SCHOOLS BY A QUALIFIED TEACHER TO TEACH ADULTS PREPARING TO BE SURGICAL TECHNICIANS. IT WAS DEVELOPED BY A SPECIALIST IN HEALTH OCCUPATIONS. LESSONS INCLUDE: (1) UNDERSTANDING THE DEVELOPMENT AND PRINCIPLES OF ASEPTIC TECHNIQUES, (2) PREPARING THE OPERATING ROOM FOR ACTION, (3) GIVING PREOPERATIVE CARE OF SKIN, (4) PUTTING ON STERILE GOWN AND GLOVES, (5) SETTING UP STERILE TABLES AND DRAPING PATIENTS, AND (6) HANDLING AND DISPOSING OF INFECTIOUS AND CONTAMINATED MATERIAL. EACH LESSON CONTAINS PRINCIPLES AND TECHNIQUES TO BE LEARNED, SUGGESTED TEACHER-LEARNING ACTIVITIES, AND REFERENCES. (PS)

VT 002 798
MILLIKEN, MARY ELIZABETH
THE AMBULANCE ATTENDANT, EXTENSION COURSE OUTLINE.

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. CURRICULUM LAB.
PUB DATE - SEP66 56P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *COURSE OUTLINES; EXTENSION EDUCATION; FIRST AID; POSTSECONDARY EDUCATION; *AMBULANCE ATTENDANTS

ABSTRACT - THE 22-HOUR COURSE OUTLINE FOR BASIC TRAINING (UPGRADING) OF EMPLOYED AMBULANCE PERSONNEL WAS DESIGNED FOR TEACHER USE AT THE POST HIGH SCHOOL LEVEL. THE MATERIAL WAS DEVELOPED BY A STATE EDUCATIONAL CONSULTANT FOR HEALTH OCCUPATIONS, EVALUATED BY AN ADVISORY COMMITTEE, REVISED, AND EVALUATED BY TEACHERS AND STUDENTS AFTER USE. LESSONS ARE (1) CARE OF PATIENTS WITH RESPIRATORY INTERFERENCE, (2) CARE OF PATIENTS WITH HEAD AND/OR BACK INJURIES, (3) FRACTURES AND DISLOCATIONS, (4) MANAGEMENT OF PATIENTS WITH HEMORRHAGE, SHOCK, AND COMMON TYPES OF INJURIES, (5) MANAGEMENT OF PATIENTS WITH COMMON MEDICAL CONDITIONS, (6) MANAGEMENT OF THE OBSTETRICAL PATIENT, (7) THE EMOTIONALLY DISTURBED PATIENT, AND (8) THE AMBULANCE ATTENDANT AS A MEMBER OF THE MEDICAL TEAM. EACH LESSON GIVES OBJECTIVES, LESSON TIME, OUTLINE OF INSTRUCTION, EQUIPMENT LIST, SUGGESTED FILMS, AND TOPICS FOR INFORMATIONAL HANDOUTS. THE TEACHER SHOULD HAVE A MEDICAL OR RESCUE SQUAD BACKGROUND. REFERENCES, EQUIPMENT LIST, FILM LIST, AND ASSIGNMENT SHEETS ARE GIVEN IN THE APPENDIX. (PS)

VT 002 857
KARNES, JAMES B.
DENTAL ASSISTANT, A COURSE OF STUDY DESIGNED FOR COOPERATIVE PART-TIME STUDENTS EMPLOYED AS DENTAL ASSISTANTS.

MISSOURI UNIV., COLUMBIA. DEPT. OF INDUSTRIAL EDUCATION
INDUSTRIAL EDUCATION, 103 INDUSTRIAL EDUCATION BUILDING, UNIVERSITY OF MISSOURI, COLUMBIA, MISSOURI 65201 ($1.50).
PUB DATE - APR61 123P.

DESCRIPTORS - *DENTAL ASSISTANTS; *STUDY GUIDES; *COOPERATIVE EDUCATION; *HEALTH OCCUPATIONS EDUCATION; HIGH SCHOOLS; POSTSECONDARY EDUCATION

ABSTRACT - THIS 180-HOUR STUDY GUIDE, CONSISTING OF AN ANALYSIS OF THE DENTAL ASSISTANT AND ASSIGNMENT SHEETS COVERING THE RELATED OCCUPATIONAL INFORMATION TO BE TAUGHT, WAS PREPARED FOR TEACHING DENTAL ASSISTANTS ON AN INDIVIDUAL BASIS IN A COOPERATIVE PART-TIME PROGRAM AT THE SECONDARY OR POSTSECONDARY LEVEL. IT WAS DEVELOPED BY RESEARCH ASSISTANTS AND AN ADVISORY COMMITTEE AT THE STATE LEVEL IN CONSULTATION WITH A DENTIST AND DENTAL ASSISTANTS AND REVISED AFTER SEVERAL YEARS. SOME OF THE ASSIGNMENT SHEETS ARE: (1) WORKING WITH THE PUBLIC, (2) MAINTAINING PATIENT RECORDS, (3) MANAGING THE OFFICE, (4) ANATOMY AND TECHNICAL TERMS, (5) ORAL HYGIENE AND ORTHODONTICS, (6) DRUGS, ANESTHESIA, FIRST AID AND EMERGENCY CARE, (7) SURGERY, (8) IMPRESSIONS, MODELS, DENTURES, AND CASTING, AND (9) RADIOGRAPHY. EACH SHEET GIVES ASSIGNMENTS, REFERENCES, AND QUESTIONS. REFERENCE FOR THE GUIDE IS SCHWARZROCK, L. H. AND S. P. SCHWARZROCK, "EFFECTIVE DENTAL ASSISTING," W. C. BROWN CO., DUBUQUE, IOWA, 1959, $8.00. THIS DOCUMENT IS AVAILABLE FOR $1.50 FROM INDUSTRIAL EDUCATION, 103 INDUSTRIAL EDUCATION BUILDING, UNIVERSITY OF MISSOURI, COLUMBIA, MISSOURI 65201. AN ANSWER KEY IS AVAILABLE FOR 50 CENTS FROM THE SAME SOURCE. (PS)

VT 002 934 ED 013 333
MENTAL NURSING. LESSON PLANS PREPARED BY PRACTICAL NURSING INSTRUCTORS FOLLOWING JOINT CONFERENCE HELD AT THE UNIVERSITY OF TENNESSEE, KNOXVILLE.

TENNESSEE STATE BOARD OF VOCATIONAL EDUCATION, MURFREESBORO. VOCATIONAL CURRICULUM LAB.
PUB DATE - 66 40P.

DESCRIPTORS - *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *MENTAL ILLNESS; NURSING; *PRACTICAL NURSES; PSYCHIATRIC HOSPITALS; *UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - THE LESSON PLANS FOR A UNIT ON MENTAL NURSING IN THE PRACTICAL NURSE EDUCATION PROGRAM WERE DEVELOPED BY A GROUP OF REGISTERED NURSES HOLDING TENNESSEE TEACHING CERTIFICATES. STUDENTS SELECTED FOR THE PROGRAM SHOULD BE HIGH SCHOOL GRADUATES OR EQUIVALENT. THE LESSONS DESIGNED FOR USE BY A REGISTERED NURSE CERTIFIED FOR TEACHING GIVE OBJECTIVES, REFERENCES, MATERIALS, INSTRUCTIONAL AIDS, OUTLINE OF PERTINENT MATERIAL TO BE PRESENTED, KEY POINTS TO DO OR SAY, TEST, AND SUMMARY. LESSONS ARE -- (1) INTRODUCTION TO PSYCHIATRIC NURSING, (2) THE MENTAL HOSPITAL, (3) BASIC CONCEPTS OF A THERAPEUTIC, (4) OBSERVATION AND RECORDING, (5) THE NEW ADMISSION, (6) THE WITHDRAWN PATIENT, THE UNDERACTIVE PATIENT, (7) THE SUSPICIOUS PATIENT, THE WORRYING PATIENT, (8) SECURITY MEASURES IN A PSYCHIATRIC HOSPITAL, (9) TYPES OF MENTAL DISEASES, (10) TYPES OF THERAPY, AND (11) REHABILITATION OF THE MENTALLY ILL PATIENT. THIS DOCUMENT IS AVAILABLE FOR $2.00 FROM VOCATIONAL CURRICULUM LABORATORY, BOX 1114, MURFREESBORO, TENNESSEE 37130. (PS)

VT 002 935 ED 013 940
MOTHER AND INFANT CARE, PRACTICAL NURSE TRAINING PROGRAM, LESSON PLANS, PREPARED BY PRACTICAL NURSING INSTRUCTORS DURING CONFERENCE (UNIVERSITY OF TENNESSEE, AUGUST 14-18, 1961).

TENNESSEE STATE BOARD OF VOCATIONAL EDUCATION, MURFREESBORO. VOCATIONAL CURRICULUM LAB.
TENNESSEE UNIV., KNOXVILLE. COLL. OF EDUCATION.
PUB DATE - 67 171P.

DESCRIPTORS - ADULT VOCATIONAL EDUCATION; CHILD CARE; *HEALTH OCCUPATIONS EDUCATION; MOTHERS; *NURSING; *PRACTICAL NURSES; *PREGNANCY; *TEACHING GUIDES

ABSTRACT - PRACTICAL NURSE INSTRUCTORS, IN CONFERENCE, COMPILED THIS INDIVIDUALLY PLANNED AND TESTED MATERIAL TO BE USED IN PRACTICAL NURSE EDUCATION. THIRTY-TWO LESSON PLANS ON THE SUBJECT OF MOTHER AND INFANT CARE COVER TOPICS RANGING FROM THE REPRODUCTIVE SYSTEM TO COMPLICATIONS INVOLVING THE NEWBORN. EACH PLAN INCLUDES AIM, REFERENCES, MATERIALS, INSTRUCTIONAL AIDS, AND EVALUATION SUGGESTIONS. BECAUSE THESE PLANS ARE TO SERVE ONLY AS GUIDES FOR INSTRUCTORS IN THE PREPARATION OF DAILY PLANS, THERE IS NO SPECIFIC TIME ALLOTMENT FOR THE COURSE. THE TEACHER SHOULD BE A REGISTERED NURSE WHO IS CERTIFIED TO TEACH. THE STUDENT SHOULD BE A HIGH SCHOOL GRADUATE OR THE EQUIVALENT. A TALK, "CHILDBIRTH AND CIVILIZATION," BY DR. SAM C. COWAN, SR., NASHVILLE OBSTETRICIAN, IS INCLUDED. TEN OR FEWER COPIES ARE AVAILABLE FOR $3.00 FROM VOCATIONAL CURRICULUM LABORATORY, BOX 1114, MURFREESBORO, TENNESSEE 37130. (MS)

VT 002 997
BERRY, CHARLOTTE, AND OTHERS
PRECLINICAL SCIENCES I, COURSE OUTLINE.

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. CURRICULUM LAB.
PUB DATE - JAN66 16P.

DESCRIPTORS - *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; DENTAL ASSISTANTS; DENTISTRY; POSTSECONDARY EDUCATION

ABSTRACT - BASIC INFORMATION FROM BACTERIOLOGY, ANATOMY AND PHYSIOLOGY, AND ORAL AND DENTAL ANATOMY IS PRESENTED FOR TEACHER USE IN DEVELOPING LESSON PLANS FOR POST-HIGH SCHOOL TRAINING OF DENTAL ASSISTANTS. THE COURSE OUTLINE WAS DEVELOPED BY A COMMITTEE OF TEACHERS FROM LOCALLY DEVELOPED COURSE OUTLINES AND EDITED BY A STATE CURRICULUM CONSULTANT FOR HEALTH OCCUPATIONS. THE OBJECTIVE OF THE COURSE IS TO PROVIDE OPPORTUNITIES FOR THE STUDENT TO LEARN: (1) PRINCIPLES OF BACTERIOLOGY IN RELATION TO ORAL HYGIENE, ORAL PATHOLOGY, AND DENTAL PRACTICE, (2) THE GENERAL STRUCTURE AND FUNCTION OF THE HUMAN BODY AND ITS MAJOR PARTS, (3) THE STRUCTURES OF HEAD AND NECK, DEVELOPMENT OF THE TEETH, AND THE CHARACTERISTICS AND STRUCTURE OF EACH TOOTH, AND (4) METHODS OF CARVING TEETH AS RELATED TO CARVING OF INLAYS AND CROWNS. THE THREE INSTRUCTIONAL UNITS ARE TO BE SCHEDULED CONCURRENTLY OR SEQUENTIALLY DURING THREE CLASS HOURS AND THREE LABORATORY HOURS EACH WEEK FOR ONE QUARTER. THE TEACHER SHOULD BE A CERTIFIED DENTAL ASSISTANT WITH WORK EXPERIENCE AND AN APTITUDE FOR TEACHING. THIS MIMEOGRAPHED DOCUMENT INCLUDES A BIBLIOGRAPHY OF A SUGGESTED TEXT AND REFERENCES. (HC)

VT 002 998
BERRY, CHARLOTTE, AND OTHERS
PRECLINICAL SCIENCES II, COURSE OUTLINE.

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH
PUB DATE - JUL66 15P.

DESCRIPTORS - *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *DENTAL ASSISTANTS; *DENTISTRY; POST SECONDARY EDUCATION

ABSTRACT - THE PURPOSE OF THIS 1-QUARTER (4 CLASS HOURS PER WEEK) COURSE OUTLINE IS TO PROVIDE OPPORTUNITIES FOR STUDENTS TO LEARN ABOUT COMMON DISORDERS OF THE MOUTH AND TEETH, DRUGS COMMONLY USED IN THE DENTAL OFFICE, BASIC PRINCIPLES OF NUTRITION AND THE ROLE OF DENTAL ASSISTANTS IN TEACHING PATIENTS ABOUT NUTRITIONAL NEEDS, AND COMMON EMERGENCIES LIKELY TO OCCUR IN THE DENTAL OFFICE AND THE RESPONSIBILITIES OF THE DENTAL

ASSISTANT IN REGARD TO EACH. THE MATERIAL WAS DEVELOPED AT LOCAL AND STATE LEVELS BY A COMMITTEE OF TEACHERS AND A CURRICULUM SPECIALIST FOR HEALTH OCCUPATIONS. THE TEACHER SHOULD BE A CERTIFIED DENTAL ASSISTANT WITH WORK EXPERIENCE AND APTITUDE FOR TEACHING. THE FOUR UNITS OF THE PREEMPLOYMENT, POST-HIGH SCHOOL COURSE ARE ORAL PATHOLOGY, PHARMACOLOGY, NUTRITION, AND EMERGENCIES. TEXTS AND OTHER REFERENCES ARE SUGGESTED. (PS)

VT 002 999
ANDERSON, LINWOOD
DENTAL ACCOUNTING. (COURSE OUTLINE).

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. CURRICULUM LAB.
PUB DATE - AUG66 9P.

DESCRIPTORS - *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *DENTAL ASSISTANTS; *BOOKKEEPING; POSTSECONDARY EDUCATION

ABSTRACT - A 1-QUARTER (THREE CLASS AND TWO LABORATORY HOURS PER WEEK) PREEMPLOYMENT, POST-HIGH SCHOOL COURSE IS PRESENTED IN OUTLINE FORM. IT COVERS THE FUNDAMENTALS OF ACCOUNTING AS APPLIED TO DENTAL OFFICE PROCEDURES AND INCLUDES: (1) BASIC ACCOUNTING RELATIONSHIPS, (2) ACCOUNTING PROCEDURES, (3) ACCOUNTING FOR CASH, (4) PAYROLLS AND TAXES, (5) PERIODIC SUMMARY, AND (6) SPECIAL PROBLEMS OF THE DENTAL OFFICE. THE MATERIAL WAS DEVELOPED AT LOCAL AND STATE LEVELS BY A COMMITTEE OF TEACHERS AND A CURRICULUM SPECIALIST FOR HEALTH OCCUPATIONS. THE TEACHER SHOULD BE A CERTIFIED DENTAL ASSISTANT WITH WORK-EXPERIENCE AND APTITUDE FOR TEACHING. SUGGESTED TEXTS AND REFERENCES ARE LISTED. (PS)

VT 003 000
BERRY, CHARLOTTE, AND OTHERS
CLINICAL PROCEDURES I, (COURSE OUTLINE).

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. CURRICULUM LAB.
PUB DATE - AUG66 14P.

DESCRIPTORS - *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *DENTAL ASSISTANTS; DENTISTRY; POSTSECONDARY EDUCATION

ABSTRACT - THE UNITS: (1) ROENTGENOLOGY, (2) DENTAL EQUIPMENT, INSTRUMENTS, AND STERILIZATION TECHNIQUES, AND (3) CHAIRSIDE PROCEDURES COMPRISE THE 1-QUARTER (FIVE CLASS AND NINE LABORATORY HOURS PER WEEK) PREEMPLOYMENT, POST-HIGH SCHOOL COURSE OUTLINED. THE MATERIAL WAS DEVELOPED AT LOCAL AND STATE LEVEL BY A COMMITTEE OF TEACHERS AND A CURRICULUM SPECIALIST FOR HEALTH OCCUPATIONS. THE TEACHER OF THE COURSE SHOULD BE A CERTIFIED DENTAL ASSISTANT WITH WORK EXPERIENCE AND APTITUDE FOR TEACHING. A LIST OF SUGGESTED TEXTS AND REFERENCES IS INCLUDED. (PS)

VT 003 016
GRIFFITH, PATRICIA; HOLMES, BETTE
CLINICAL PROCEDURES II, COURSE OUTLINE.

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. CURRICULUM LAB.
PUB DATE - AUG66 9P.

DESCRIPTORS - *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *DENTAL ASSISTANTS; DENTISTRY; POSTSECONDARY EDUCATION

ABSTRACT - ONE QUARTER (FIVE CLASS HOURS AND SIX LABORATORY HOURS PER WEEK) IS THE TIME ALLOTMENT FOR THIS PREEMPLOYMENT, POST-HIGH SCHOOL COURSE FOR DENTAL ASSISTANTS. THE MATERIAL WAS DEVELOPED BY A COMMITTEE OF LOCAL TEACHERS AND REVIEWED BY A CURRICULUM SPECIALIST FOR HEALTH OCCUPATIONS. THE COURSE PROVIDES AN OVERVIEW OF VARIOUS DENTAL SPECIALTIES AND INCLUDES MANAGEMENT OF CHILDREN AND PEDODONTIC ASPECTS OF EACH SPECIALTY. UNITS OUTLINED ARE (1) ADVANCED ORAL SURGICAL PROCEDURES, (2) ENDODONTIA, (3) PERIODONTIA, (4) ORTHODONTIA, (5) CROWN AND BRIDGE PROSTHODONTIA, AND (6) PROSTHODONTIA. THE TEACHER SHOULD BE A CERTIFIED DENTAL ASSISTANT WITH WORK EXPERIENCE AND APTITUDE FOR TEACHING. SUGGESTED TEXTS AND REFERENCES ARE LISTED. (PS)

VT 003 017
SIGMON, JOYCE; LYNCH, MILDRED
DENTAL OFFICE MANAGEMENT, COURSE OUTLINE.

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH
PUB DATE - AUG66 11P.

DESCRIPTORS - *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *DENTAL ASSISTANTS; OFFICE PRACTICE; POSTSECONDARY EDUCATION

ABSTRACT - ONE QUARTER (4 CLASS HOURS AND 2 LABORATORY HOURS PER WEEK) IS THE TIME ALLOTMENT FOR THE PREEMPLOYMENT, POST-HIGH SCHOOL COURSE OUTLINED. PRINCIPLES AND PROCEDURES RELATED TO MANAGEMENT OF THE DENTAL OFFICE, INCLUDING MAINTENANCE OF INVENTORIES, ORDERING OF SUPPLIES, CHARTING, MAINTAINING PATIENT AND FINANCIAL RECORDS, MAKING APPOINTMENTS, AND ESTABLISHING FAVORABLE PATIENT RELATIONS ARE INCLUDED IN THE COURSE. THE MATERIALS WERE DEVELOPED BY A STAFF WRITER AT THE STATE LEVEL AND A COMMITTEE OF LOCAL TEACHERS. THE TEACHER SHOULD BE A CERTIFIED DENTAL ASSISTANT WITH WORK EXPERIENCE AND APTITUDE FOR TEACHING. THE FIVE UNITS ARE: (1) INTRODUCTION, (2) OFFICE ADMINISTRATION, (3) SUPPLIES, (4) PATIENT MANAGEMENT, AND (5) EFFECTIVE OFFICE MANAGEMENT. A SUGGESTED TEXT AND REFERENCES ARE LISTED. (PS)

VT 003 018
GRIFFITH, PATRICIA
DENTAL OFFICE PRACTICE I, COURSE OUTLINE.

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. CURRICULUM LAB.
PUB DATE - AUG66 9P.

DESCRIPTORS - *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *DENTAL ASSISTANTS; OFFICE PRACTICE; POSTSECONDARY EDUCATION

ABSTRACT - THE ROLE OF THE DENTAL ASSISTANT IN THE DENTAL OFFICE OR CLINIC IS EMPHASIZED IN THIS OUTLINE FOR A 1-QUARTER (12 LABORATORY HOURS PER WEEK) PREEMPLOYMENT, POST-HIGH SCHOOL INTRODUCTORY COURSE. OPPORTUNITIES FOR THE STUDENT TO APPLY CLASSROOM THEORY ARE PROVIDED. THE MATERIALS WERE DEVELOPED BY A COMMITTEE OF LOCAL TEACHERS AND REVIEWED BY A CURRICULUM SPECIALIST FOR HEALTH OCCUPATIONS. THE UNITS OUTLINED ARE (1) BUSINESS OFFICE, (2) CHAIRSIDE PROCEDURES, (3) RADIOLOGY, (4) LABORATORY, AND (5) EVALUATION OF STUDENT PERFORMANCE. THE TEACHER SHOULD BE A CERTIFIED DENTAL ASSISTANT WITH WORK EXPERIENCE AND APTITUDE FOR TEACHING. SUGGESTED TEXTS AND REFERENCES ARE LISTED. (PS)

VT 003 019
GRIFFITH, PATRICIA
DENTAL OFFICE PRACTICE II, COURSE OUTLINE.

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. CURRICULUM LAB.
PUB DATE - AUG66 10P.

DESCRIPTORS - *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *DENTAL ASSISTANTS; OFFICE PRACTICE; POSTSECONDARY EDUCATION

ABSTRACT - A ONE-QUARTER (21 LABORATORY HOURS PER WEEK) PREEMPLOYMENT, POST-HIGH SCHOOL COURSE FOR DENTAL ASSISTANTS IS OUTLINED. PRACTICE IS PROVIDED FOR EXPERIENCE IN OFFICE MANAGEMENT, THE DENTAL LABORATORY, AND THE OPERATORY, WITH MAJOR EMPHASIS ON CHAIRSIDE ASSISTING. THE MATERIALS WERE DEVELOPED BY A COMMITTEE OF LOCAL TEACHERS AND REVIEWED BY A CURRICULUM SPECIALIST FOR HEALTH OCCUPATIONS. UNITS ARE: (1) OFFICE MANAGEMENT, (2) CHAIRSIDE ASSISTANCE, (3) LABORATORY PROCEDURES, AND (4) EVALUATION OF STUDENT PERFORMANCE. THE TEACHER OF THE COURSE SHOULD BE A CERTIFIED DENTAL ASSISTANT WITH WORK EXPERIENCE AND APTITUDE FOR TEACHING. SUGGESTED TEXTS AND REFERENCES ARE LISTED. (PS)

VT 003 020
BERRY, CHARLOTTE; GRIFFITH, PATRICIA
DENTAL ASSISTANT SEMINAR, COURSE OUTLINE.

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. CURRICULUM LAB.
PUB DATE - AUG66 6P.

DESCRIPTORS - *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *DENTAL ASSISTANTS; POST SECONDARY EDUCATION

ABSTRACT - THE 1-QUARTER (1 HOUR PER WEEK) COURSE BRIEFLY OUTLINED IS DESIGNED TO PROVIDE OPPORTUNITIES FOR THE PREEMPLOYMENT, POST-SECONDARY STUDENT TO DEVELOP INDIVIDUAL RESPONSIBILITY AND ASSUME LEADERSHIP IN PLANNING AND IMPLEMENTING A PROJECT RELATED TO SOME ASPECT OF THE DENTAL ASSISTANT ROLE. THE MATERIAL WAS DEVELOPED BY A CURRICULUM SPECIALIST FOR HEALTH OCCUPATIONS AND A COMMITTEE OF TEACHERS. THE TEACHER OF THE COURSE SHOULD BE A CERTIFIED DENTAL ASSISTANT WITH WORK EXPERIENCE AND APTITUDE FOR TEACHING. UNITS ARE: (1) PERSONAL RESPONSIBILITIES, (2) PARTICIPATION IN ORGANIZATION, (3) EMPLOYMENT, AND (4) SUGGESTED PROJECTS. A SUGGESTED TEXT AND REFERENCES ARE LISTED. (PS)

VT 003 126
BROWN, WALTER C.
DENTAL LABORATORY TECHNOLOGY, A COURSE OF STUDY.

MISSOURI UNIV., COLUMBIA. DEPT. OF INDUSTRIAL EDUCATION
MISSOURI STATE DEPT. OF EDUCATION, JEFFERSON CITY. INDUSTRIAL EDUCATION SECTION
INDUSTRIAL EDUCATION, 103 INDUSTRIAL EDUCATION BUILDING, UNIVERSITY OF MISSOURI, COLUMBIA, MISSOURI 65201 (INSTRUCTOR'S ANSWER KEY, $.50 EACH, STUDY GUIDE, $1.50 EACH).
PUB DATE - SEP65 109P.

DESCRIPTORS - *STUDY GUIDES; *HEALTH OCCUPATIONS EDUCATION; *DENTAL TECHNICIANS; DENTISTRY; HIGH SCHOOLS; POST SECONDARY EDUCATION; *COOPERATIVE EDUCATION

ABSTRACT - AN ANALYSIS OF DENTAL LABORATORY TECHNOLOGY AND ASSIGNMENT SHEETS COVERING THE RELATED OCCUPATIONAL INFORMATION ARE FOR USE BY GRADE 11 STUDENTS ON AN INDIVIDUAL BASIS IN A COOPERATIVE HIGH SCHOOL PROGRAM FOR TRAINING DENTAL LABORATORY TECHNICIANS. THE MATERIAL WAS DEVELOPED IN CONSULTATION WITH SPECIALISTS IN DENTAL TECHNOLOGY, REVISED BY AN ADVISORY COMMITTEE, AND PREPARED BY RESEARCH ASSISTANTS. ASSIGNMENT SHEETS FOR THE 180 HOURS OF RELATED INSTRUCTION INCLUDE: (1) MOUTH ANATOMY, (2) DENTAL ANATOMY, (3) TOOTH FORMS, (4) DENTAL MATERIALS, (5) METALS AND ALLOYS, (6) PACKING AND PROCESSING A MOLD, (7) FINISHING CENTURES, (8) REPAIR OF BROKEN DENTURES, (9) RELINING AND DUPLICATION OF DENTURES, (10) TOOTH ARRANGEMENT, (11) COMPLETE DENTAL WAXUP, AND (12) ARTICULATORS. EACH ASSIGNMENT SHEET GIVES INFORMATION, REFERENCE, AND OBJECTIVE-TYPE QUESTIONS. AN INSTRUCTOR'S KEY (VT 003 110) IS AVAILABLE FOR 50 CENTS. COPIES OF THE STUDY GUIDE ARE AVAILABLE FROM THE SAME SOURCE FOR $1.50 EACH. (PS)

VT 003 138
HILL, JOY
HEALTH OCCUPATIONS UNIT, STERILIZATION AND DISINFECTION.

KENTUCKY UNIV., LEXINGTON. INSTRUCTIONAL MATERIALS LAB.
PUB DATE - DEC66 68P.

DESCRIPTORS - *TEACHING GUIDES; *HEALTH OCCUPATIONS EDUCATION; UNITS OF STUDY (SUBJECT FIELDS); *SURGICAL TECHNICIANS; *ASEPTIC TECHNIQUES; TRANSPARENCIES

ABSTRACT - STERILIZATION AND DISINFECTION ARE CONSIDERED METHODS OF ASEPTIC TECHNIQUE AND DEAL WITH THE PROCEDURES AND PREPARATION OF GOODS AND SUPPLIES FOR MEDICAL AND SURGICAL USE. THE MATERIAL WAS DEVELOPED BY A SPECIALIST IN HEALTH OCCUPATIONS. IT WAS DESIGNED FOR USE IN APPROXIMATELY 15-20 CLASS PERIODS IN A FULL-TIME TRAINING PROGRAM FOR

SURGICAL TECHNICIANS. EACH SECTION GIVES SUBJECT MATTER CONTENT, SUGGESTED TEACHING-LEARNING ACTIVITIES, AND REFERENCES. SECTIONS ARE (1) PRINCIPLES OF STERILIZATION AND DISINFECTANTS, (2) METHODS OF VERIFYING THE PROCESS OF STERILIZATION, (3) PREPARATION OF SUPPLIES AND EQUIPMENT FOR STERILIZATION AND DISINFECTION, (4) OPERATION OF THE AUTOCLAVE FOR STEAM STERILIZATION, (5) MECHANICAL DEVICES NECESSARY FOR DRY HEAT AND ETHYLENE OXIDE METHODS OF STERILIZATION, AND (6) USE OF SOLUTIONS TO STERILIZE AND DISINFECT. SUGGESTIONS FOR EVALUATING THE UNIT AND A LIST OF BOOKS, PUBLICATIONS, FILMS, AND INSTRUCTIONAL MATERIALS ARE GIVEN. THE APPENDIX INCLUDES ILLUSTRATIONS AND MATERIALS FOR PREPARING 36 TRANSPARENCIES. (PS)

VT 003 140
HILL, E. JOY
SURGICAL TECHNICIAN UNIT -- MICROBIOLOGY.

KENTUCKY UNIV., LEXINGTON. INSTRUCTIONAL MATERIALS LAB.
PUB DATE - MAR67 18P.

DESCRIPTORS - *TEACHING GUIDES; *HEALTH OCCUPATIONS EDUCATION; *SURGICAL TECHNICIANS; *MICROBIOLOGY; DISEASE CONTROL; HIGH SCHOOLS

ABSTRACT - LIMITED TO BASIC INFORMATION THAT WILL HELP THE STUDENT UNDERSTAND TRANSMISSION AND PREVENTION OF DISEASE, THIS UNIT SHOULD BE INCLUDED AT THE BEGINNING OF THE COURSE, "SURGICAL TECHNICIAN." THE MATERIAL WAS DEVELOPED BY A SPECIALIST IN HEALTH OCCUPATIONS. IT WAS DESIGNED FOR USE IN APPROXIMATELY 15-20 CLASS PERIODS IN A FULL-TIME SURGICAL TECHNICIAN TRAINING PROGRAM. EACH SECTION GIVES SUBJECT MATTER CONTENT, SUGGESTED TEACHING-LEARNING ACTIVITIES, AND REFERENCES. SECTIONS ARE (1) THE GENERAL CHARACTERISTICS OF MICROORGANISMS, (2) THE BODY DEFENSES AGAINST MICROORGANISMS IN THE TRANSMISSION OF DISEASE, (3) THE PRINCIPLES OF NATURAL AND ACQUIRED IMMUNITY, (4) THE IMPORTANCE OF SPECIMENS FOR PATHOLOGICAL STUDY, AND (5) THE ORGANISMS THAT PRESENT THE GREATEST DANGER IN THE OPERATING ROOM. SUGGESTIONS FOR EVALUATING THE UNIT AND A LIST OF REFERENCES ARE INCLUDED. (PS)

VT 003 141
HILL, E. JOY
SURGICAL TECHNICIAN UNIT -- PERSONAL HYGIENE.

KENTUCKY UNIV., LEXINGTON. INSTRUCTIONAL MATERIALS LAB.
PUB DATE - APR67 17P.

DESCRIPTORS - *TEACHING GUIDES; *HEALTH OCCUPATIONS EDUCATION; *SURGICAL TECHNICIANS; *HYGIENE; HIGH SCHOOLS

ABSTRACT - THIS IS THE SECOND OF FOUR UNITS DEALING WITH PERSONAL AND VOCATIONAL RELATIONSHIPS. THE PRACTICE OF PERSONAL HYGIENE INCLUDES THE PHYSICAL, NUTRITIONAL, AND MENTAL ASPECTS OF HEALTH PRACTICES. THE MATERIAL WAS DEVELOPED BY A SPECIALIST IN HEALTH OCCUPATIONS. IT WAS DESIGNED FOR USE IN APPROXIMATELY 6 CLASS PERIODS IN A FULL-TIME TRAINING PROGRAM FOR SURGICAL TECHNICIANS. EACH SECTION INCLUDES SUBJECT MATTER CONTENT, SUGGESTED TEACHER-LEARNING ACTIVITIES, AND REFERENCES. SECTIONS ARE (1) VALUE OF GOOD PERSONAL HYGIENE PRACTICES IN DAILY LIVING, (2) IMPORTANCE OF ONE'S OWN ATTITUDES AND PERSONALITY TRAITS IN GETTING ALONG WITH COWORKERS AND PATIENTS, AND (3) EFFECTS OF NUTRITION ON THE TOTAL HEALTH OF THE INDIVIDUAL. SUGGESTIONS FOR EVALUATION AND A LIST OF REFERENCES ARE GIVEN. (PS)

VT 003 244 ED 023 798
INHALATION THERAPY TECHNICIANS' .

SPRINGFIELD TECHNICAL INST., MASS.
PUB DATE - 65 26P.

DESCRIPTORS - *CURRICULUM; *HEALTH OCCUPATIONS EDUCATION; *INHALATION THERAPISTS; PROGRAM DEVELOPMENT; PROGRAM GUIDES; EDUCATIONAL FACILITIES; STUDENT RECORDS; CLINICAL EXPERIENCE

ABSTRACT - A 10-MONTH PROGRAM TO BE CONDUCTED COOPERATIVELY BY THE SPRINGFIELD TECHNICAL INSTITUTE AND MERCY HOSPITAL, SPRINGFIELD, CONSISTS OF 1,206 HOURS, INCLUDING 700 HOURS OF CLINICAL PRACTICE, AND AIMS AT PREPARATION TO (1) ADMINISTER GASES BY MEANS SUCH AS CATHETER, TENTS, HOODS, (2) ASSEMBLE AND APPLY PRESSURE DEVICES TO THE PATIENT, (3) ASSEMBLE EQUIPMENT FOR AND INSTRUCT THE PATIENT IN AEROSOL THERAPY, (4) MAINTAIN, SERVICE, AND REPAIR EQUIPMENT, AND (5) MAINTAIN RECORDS ON PATIENTS RECEIVING INHALATION THERAPY. COMPONENT COURSES IN A PROPOSED CURRICULUM ARE BRIEFLY DESCRIBED. TEXT AND REFERENCE BOOKS, FILMS AND OTHER AUDIOVISUAL AIDS, FIELD TRIPS, AND EQUIPMENT AVAILABLE AND TECHNIQUES PERFORMED AT MERCY HOSPITAL ARE LISTED. SAMPLE EXPERIENCE RECORDS AND EVALUATION FORMS ARE INCLUDED. (JK)

VT 003 277
BOYLES, RUTH M.
MANUAL OF NURSING MEASURES FOR PRACTICAL NURSING . BULLETIN NO. 77F-4.

FLORIDA STATE DEPT. OF EDUCATION, TALLAHASSEE. TECHNICAL AND HEALTH OCCUPATIONS SECTION
PUBLICATION SECTION, STATE DEPARTMENT OF EDUCATION, ROOM 271, KNOTT BUILDING, TALLAHASSEE, FLORIDA 32304 ($3.50).
PUB DATE - 67 177P.

DESCRIPTORS - *LABORATORY MANUALS; *HEALTH OCCUPATIONS EDUCATION; *NURSING; MEDICAL SERVICES; POST SECONDARY EDUCATION; PRACTICAL NURSES

ABSTRACT - THIS PROCEDURAL MANUAL, DEVELOPED AT THE STATE LEVEL, IS FOR INSTRUCTOR AND STUDENT USE IN POST SECONDARY PROGRAMS. PROCEDURES INCLUDE PURPOSES, EQUIPMENT, AND GENERAL DIRECTIONS. THEY ARE ORGANIZED UNDER SUCH HEADINGS AS BANDAGING AND BINDERS, BATHS, BEDMAKING, BLOOD PRESSURE, DRESSINGS, FEEDING, FLUIDS, INHALATION, IRRIGATIONS, ISOLATION, MEDICATIONS, OPERATIVE CARE, PHYSICAL EXAMINATION, SAFETY APPLIANCES, SPECIMENS, STERILE TECHNIQUE, AND THERAPEUTIC

AND DIAGNOSTIC MEASURES. SIMPLE LINE DRAWINGS ARE PLACED THROUGHOUT THE MANUAL TO ASSIST IN VISUALIZATION OF THE PROCEDURE. (JK)

VT 003 297
DYER, VIRGINIA M.
ORIENTATION TO HEALTH SERVICE OCCUPATIONS AND NURSE AIDE TRAINING , A COURSE FOR HIGH SCHOOL SENIORS.

MISSOURI STATE DEPT. OF EDUCATION, JEFFERSON CITY. HEALTH SERVICE
PUB DATE - MAY66 25P.

DESCRIPTORS - *TEACHING GUIDES; *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *VESTIBULE COURSES; *NURSES AIDES; GRADE 12; HIGH SCHOOLS; PROGRAM DEVELOPMENT

ABSTRACT - THIS GUIDE IS FOR USE BY TEACHERS AND COORDINATORS IN PLANNING AND TEACHING A COURSE IN THE HEALTH OCCUPATIONS TO HIGH SCHOOL SENIORS. THE GUIDE WAS DEVELOPED BY A SUPERVISOR OF HEALTH SERVICE OCCUPATIONS WITH THE ADVICE OF INSTRUCTORS. THE OBJECTIVES ARE TO INTEREST THE STUDENT IN THE MANY CAREER OPPORTUNITIES IN THE HEALTH SERVICES AND TO PREPARE HIM TO PERFORM THE FUNCTIONS OF A NURSE AIDE. THE UNITS ARE (1) DEFINITIONS OF HEALTH, (2) HEALTH TEAM, (3) PRINCIPLES OF HEALTH, (4) HEALTH MAINTENANCE, (5) THE PATIENT, (6) RELATIONSHIPS IN THE HEALTH SERVICE OCCUPATIONS, (7) MEETING THE BASIC DAILY NEEDS OF YOUR PATIENT IN THE HOSPITAL, AND (8) CAREERS IN OTHER HEALTH SERVICE OCCUPATIONS. PARALLEL COLUMNS WHICH RELATE (1) CONTENTS, (2) CLASS PERIOD, (3) REFERENCES, METHODS, AND ACTIVITIES, AND (4) OBJECTIVES AND DESIRED OUTCOMES CONSTITUTE THE COURSE OUTLINE. THE TIME ALLOTMENT IS THREE CLASS PERIODS PER DAY OR 450-480 HOURS. THE TEACHER SHOULD BE A REGISTERED NURSE. STUDENTS SHOULD HAVE AN INTEREST IN AND AN APTITUDE FOR SERVICE IN THE HEALTH OCCUPATIONS BUT ABILITY MAY VARY WIDELY. ALSO INCLUDED ARE: (1) AN OVERVIEW OF THE COURSE, (2) GUIDELINES FOR STUDENT SELECTION, METHODS OF TEACHING, EVALUATION, ADVISORY COMMITTEE, AND COOPERATING AGENCIES, (3) SUGGESTED FURNISHINGS, SUPPLIES, AND TEACHING AIDS, (4) SAMPLE ROTATION PLANS, AND (5) A BIBLIOGRAPHY. (JK)

VT 003 830
LEWIS, MEREDITH G.
FUNDAMENTALS OF TEACHING ROENTGENOGRAPHIC POSITIONS .

AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS, 537 SOUTH MAIN STREET, FOND DU LAC, WISCONSIN 54935 ($1.00).
PUB DATE - JUN68 98P.

DESCRIPTORS - *TEACHING GUIDES; *RADIOLOGIC TECHNOLOGISTS; *HEALTH OCCUPATIONS EDUCATION; MANUALS; LESSON PLANS; EDUCATIONAL EQUIPMENT; AUDIOVISUAL AIDS; RADIOLOGY; AUDIOGRAPHERS; POST SECONDARY GRADES; *TEACHING METHODS; *FUNDAMENTAL CONCEPTS
IDENTIFIERS - *ROENTGENOGRAPHIC POSITIONING

ABSTRACT - EDUCATORS IN THE FIELD OF X-RAY TECHNOLOGY DEVELOPED AND TESTED THIS MANUAL TO ASSIST INSTRUCTING TECHNICIANS TO IMPROVE THEIR TEACHING ON THE TOPIC OF POSITIONING PATIENTS. CHAPTERS COVER: (1) FORMATION OF A STANDARD POSITIONING COURSE, (2) THE FORMAL CLASSROOM INSTRUCTOR, (3) FUNDAMENTALS OF CLASSROOM INSTRUCTION, THE PURPOSE OF FORMAL CLASS, PREPARATION AND PRESENTATION OF DAILY LECTURE MATERIAL, AND EXAMINATIONS, (4) THE RADIOGRAPHIC ROOM INSTRUCTOR, QUALIFICATIONS AND DUTIES, (5) FUNDAMENTALS OF RADIOGRAPHIC ROOM INSTRUCTION, (6) IMPROVEMENTS FOR EFFICIENCY IN THE RADIOGRAPHIC ROOM, AND (7) VISUAL AIDS IN TEACHING ROENTGENOGRAPHIC POSITIONS, A COMPARATIVE ANALYSIS OF THE VARIOUS KINDS OF VISUAL AIDS AND DESCRIPTION OF THE PROCEDURES FOR PREPARATION OF LANTERN SLIDES AND PHOTOGRAPHS AND FOR THE REPRODUCTION OF RADIOGRAPHS. THIS MATERIAL IS FOR USE AT ALL LEVELS OF FORMAL AND PRACTICAL INSTRUCTION. (JK)

VT 004 066 ED 016 836
MORANDO, ROCCO V. ; STOVER, WILBUR F.
EMERGENCY VICTIM CARE AND RESCUE, INSTRUCTOR'S MANUAL.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. TRADE AND INDUSTRIAL EDUCATION SERVICE
PUB DATE - 66 175P.

DESCRIPTORS - ADULT VOCATIONAL EDUCATION; *EMERGENCY SQUAD PERSONNEL; FIRST AID; *HEALTH OCCUPATIONS EDUCATION; MEDICAL SERVICES; *RESCUE; *TEACHING GUIDES

ABSTRACT - DEVELOPED AT THE STATE LEVEL BY SQUADMEN AND TRADE AND INDUSTRIAL PERSONNEL, THIS MANUAL IS FOR USE BY A QUALIFIED SQUADMAN IN TEACHING FULL-TIME AND VOLUNTEER EMERGENCY AND RESCUE WORKERS IN AN EMERGENCY SQUAD STATION OR TRAINING CENTER. TEACHING GUIDES ARE PROVIDED FOR A 30-HOUR COURSE ON EMERGENCY VICTIM CARE AND A 20-HOUR COURSE ON VICTIM RESCUE. REPRESENTATIVE TITLES ARE (1) EMERGENCY CHILDBIRTH, (2) CORONARY ATTACK AND CHRONIC HEART FAILURE, (3) RESUSCITATION--MANUAL AND MECHANICAL, (4) CLOSED CHEST HEART COMPRESSION, (5) AERIAL LADDER RESCUE, (6) ELECTRICAL EMERGENCIES, AND (7) UNUSUAL SITUATIONS. EACH GUIDE CONTAINS DESIRED RESULTS, EQUIPMENT AND SUPPLIES, REFERENCES, AND THE INSTRUCTIONAL STEPS, INTRODUCING, PRESENTING, APPLYING, AND CHECKING AND FOLLOWUP OF THE LESSON. SUPPLEMENTARY MATERIALS INCLUDE CARTOON ILLUSTRATIONS OF PRINCIPLES AND METHODS OF TEACHING, AND A SAMPLE ATTENDANCE RECORD. A REQUIRED TEXTBOOK (VT 000 697) IS AVAILABLE. THIS MANUAL IS AVAILABLE FOR $2.50 FROM OHIO TRADE AND INDUSTRIAL EDUCATION SERVICE, INSTRUCTIONAL MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210. (JK)

VT 004 362 MP 000 389
FORD, LOUISE W.
CONTINUING EDUCATION FOR DENTAL HYGIENISTS IN CURRENT PREVENTIVE TECHNIQUES . (BOSTON, JUNE 19-21, 1967).

FORSYTH DENTAL CENTER, BOSTON, MASS.
PUB DATE - JUN67 3P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *DENTAL HYGIENISTS; CERTIFICATION; REFRESHER COURSES

ABSTRACT - THIRTY-THREE DENTAL HYGIENISTS PARTICIPATED IN A 3-DAY PROGRAM INVOLVING 4 HALF DAYS OF LECTURES AND DISCUSSION AND 2 HALF DAYS OF CLINICAL PRACTICE WHICH DEALT WITH CASE HISTORIES AND CHARTING, INSTRUMENTATION FOR SCALING AND CURRETAGE, TECHNIQUES OF FLOURIDE APPLICATION, PREVENTIVE AND INTERCEPTIVE ORTHODONTICS, ORAL REHABILITATION, AND PERIODONTOLOGY. THE CLINICAL SESSIONS, SUPERVISED BY A PERIODONTIST AND THE DENTAL HYGIENE SCHOOL STAFF, PROVIDED OPPORTUNITY FOR PARTICIPANTS TO HAVE ASSISTANCE WITH PROBLEMS THEY WERE EXPERIENCING IN THEIR INDIVIDUAL POSITIONS. EVALUATIVE QUESTIONNAIRES SHOWED THAT PARTICIPANTS FELT THE COURSE TO BE ADEQUATE FOR BOTH PRACTICING AND NONPRACTICING HYGIENISTS. THE PROGRAM WAS APPROVED BY THE MASSACHUSETTS BOARD OF DENTAL EXAMINERS AS A REFRESHER COURSE FOR NONPRACTICING HYGIENISTS WHO WISHED TO REACTIVATE THEIR LICENSES. (JK)

VT 004 405
GILBERT, MAUD R.; TYLER, JANE
MANUAL OF AN INSTRUCTIONAL PROGRAM IN MEDICAL ASSISTING .

MADISON VOCATIONAL, TECHNICAL AND ADULT SCHOOLS, WIS.
PUB DATE - JUN65 72P.

DESCRIPTORS - *MEDICAL ASSISTANTS; *HEALTH OCCUPATIONS EDUCATION; CURRICULUM; *CURRICULUM GUIDES; *PROGRAM GUIDES

ABSTRACT - A TWO-SEMESTER PROGRAM TO PREPARE INDIVIDUALS TO ASSIST THE PHYSICIAN IN HIS OFFICE OR CLINIC IS DESCRIBED. GENERAL AREAS DISCUSSED ARE (1) PHILOSOPHY AND OBJECTIVES, (2) POLICIES RELATING TO ADMISSION, SCHOLARSHIP, PROBATION, DISMISSAL, WITHDRAWALS, READMISSIONS, TRANSFERS, GRADUATION, HEALTH PROGRAM, COUNSELING, SCHOLARSHIPS, AND LOANS, AND (3) DUTIES OF THE ASSISTANT. THE MAJOR AREAS OF INSTRUCTION ARE (1) ORIENTATION AND PROFESSIONAL CONDUCT-APPROXIMATELY 175 HOURS, (2) MEDICAL THEORY-APPROXIMATELY 170 HOURS, (3) MEDICAL OFFICE SECRETARIAL INFORMATION-APPROXIMATELY 190 HOURS, (4) MEDICAL ASSISTING-225 HOURS, AND (5) LABORATORY PROCEDURES-APPROXIMATELY 200 HOURS. COURSE OUTLINES ARE PROVIDED FOR ENGLISH, MEDICAL OFFICE PRACTICE AND PROCEDURES. PERSONAL AND VOCATIONAL RELATIONSHIPS, THE HUMAN BODY IN HEALTH AND DISEASE, MEDICAL TERMINOLOGY, MEDICAL LABORATORY PROCEDURES, CLINICAL PRACTICE IN A PHYSICIAN'S OFFICE, AND MEDICAL ASSISTING, TYPING, AND FILING. EACH OUTLINE INCLUDES CREDIT HOURS, SUBJECT DESCRIPTION, OBJECTIVES, UNITS, TEXTS, REFERENCES, AND EDUCATIONAL AIDS. APPENDIXES INCLUDE INSTRUCTIONS AND FORMS FOR AFFILIATING OFFICES, A FORM FOR STUDENT EVALUATION OF THE MEDICAL OFFICE, A MEDICAL TERMINOLOGY LIST, AND A SKIT ON GREETING, INTRODUCING, AND DISMISSING PATIENTS. (JK)

VT 004 750
REFRESHER PROGRAMS FOR INACTIVE PROFESSIONAL NURSES, A GUIDE FOR DEVELOPING COURSES OF STUDY. PUBLIC HEALTH SERVICE PUBLICATION NO. 1611 .

PUBLIC HEALTH SERVICE (DHEW), ARLINGTON, VA. DIV. OF NURSING
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (FS2.6/2--NS3/13 $.25).
PUB DATE - APR67 58P.

DESCRIPTORS - *CURRICULUM GUIDES; *REFRESHER COURSES; *NURSES; BIBLIOGRAPHIES; SELF EVALUATION; INSTRUCTIONAL FILMS

ABSTRACT - DEVELOPED TO ASSIST IN DESIGNING COURSES OF STUDY FOR PREPARING INACTIVE PROFESSIONAL NURSES TO RETURN TO ACTIVE PRACTICE, THE GUIDE IS A COURSE OF STUDY IN OUTLINE FORM. THE UNITS ARE (1) INTRODUCTION, (2) REVIEW OF PREVIOUSLY ACQUIRED BASIC NURSING CARE SKILLS, (3) NURSING MANAGEMENT OF THE MEDICAL AND SURGICAL PATIENT, (4) NURSING MANAGEMENT OF COMPLICATIONS OF THE MEDICAL AND SURGICAL PATIENT, (5) REVIEW OF AND INTRODUCTION TO NEW DIAGNOSTIC TESTS AND (6) LEADERSHIP ROLE OF PROFESSIONAL NURSE. EACH UNIT INCLUDES SUGGESTIONS FOR APPROACH AND METHOD, A CONTENT OUTLINE, AND A LIST OF RELATED PERIODICAL ARTICLES. APPENDIXES INCLUDE A SUGGESTED 4-WEEK PLAN, A SELF-EVALUATION GUIDE, A BIBLIOGRAPHY OF REFERENCE BOOKS, AND A LIST OF SUGGESTED FILMS. (JK)

VT 005 278 ED 019 496
THE PRE-TECHNICAL PROJECT, A DEMONSTRATION IN EDUCATION FOR TECHNOLOGY. MEDICAL TECHNOLOGY, 11TH AND 12TH YEAR! .

NEW YORK CITY BOARD OF EDUCATION, BROOKLYN, N.Y. BUREAU OF CURRICULUM DEVELOPMENT
CORRELATED AND PRE-TECHNICAL PROGRAMS, 480 PACIFIC STREET, BROOKLYN, NEW YORK 11217 (SINGLE COPIES AVAILABLE WITHOUT CHARGE).
PUB DATE - AUG67 232P.

DESCRIPTORS - *PROGRAM GUIDES; *CURRICULUM GUIDES; *TEACHING GUIDES; *HEALTH OCCUPATIONS EDUCATION; GRADE 11; GRADE 12; *PRETECHNOLOGY PROGRAMS; EXPERIMENTAL CURRICULUM; UNDERACHIEVERS; TEACHING METHODS

ABSTRACT - MEDICAL TECHNOLOGY IS ONE OF THREE OFFERINGS OF THE PRETECHNICAL PROJECT DESIGNED TO MOTIVATE UNDERACHIEVING HIGH SCHOOL STUDENTS WHO, UPON SUCCESSFUL COMPLETION OF THE PROGRAM, MAY BE ADMITTED TO THE CAREER PROGRAMS OF THE COMMUNITY COLLEGE. DEVELOPED BY A COMMITTEE OF TEACHERS AT THE LOCAL LEVEL, THE MANUAL IS INTENDED TO ASSIST TEACHERS, SUPERVISORS, AND ADMINISTRATORS IN OPERATING THE PROJECT. STUDENTS, SELECTED FOR THE PROGRAM AT THE END OF THE 10TH YEAR, ARE BLOCKED-PROGRAMED FOR ENGLISH, SCIENCE, MATHEMATICS, AND A TECHNICAL LABORATORY FOR 16.5 HOURS PER WEEK, BUT MIX WITH OTHER STUDENTS FOR THE REMAINING CLASSES. TEAM TEACHING, INTERDISCIPLINARY CORRELATION, AND A LABORATORY-TYPE CURRICULUM ARE USED. PROGRAM AIMS, STUDENT SELECTION, ORGANIZATION AND ADMINISTRATION, STUDENT EVALUATION, RECORDKEEPING, GUIDANCE PROCEDURES, AND

TEACHER ROLE ARE DISCUSSED IN DETAIL. OUTLINES OF CORRELATED UNITS IN ENGLISH, MATHEMATICS, AND SCIENCE CONSTITUTE THE MAJOR PORTION OF THE MANUAL. EXAMPLES OF SCIENCE UNITS, THE FOCUS OF THE CORRELATION, FOR THE YEAR ARE (1) ENERGY AND THE STRUCTURE OF MATTER, (2) THE CHEMICAL EQUATION AND MATHEMATICAL APPLICATIONS, AND (3) NUCLEAR CHEMISTRY. EXAMPLES OF TWELFTH YEAR UNITS ARE (1) PHYSICAL AND CHEMICAL PROPERTIES OF PROTOPLASM, (2) THE CHEMISTRY OF ENERGY SUPPLIES, (3) THE ORIGIN OF LIFE AND LEVELS OF ORGANIZATION, (4) INFECTIONS AND FUNCTIONAL DISORDERS, AND (5) THE SCIENCE OF IMMUNOLOGY AND MODERN CHEMOTHERAPY. FOR OTHER PROJECT OFFERINGS, SEE VT 005 279--VT 005 281. SINGLE COPIES OF THIS DOCUMENT ARE AVAILABLE TO SCHOOL SYSTEMS WITHOUT CHARGE FROM CORRELATED AND PRE-TECHNICAL PROGRAMS, 480 PACIFIC STREET, BROOKLYN, NEW YORK 11217. (JK)

VT 005 424
INSTRUCTIONAL MATERIALS SOURCES FOR HEALTH OCCUPATIONS EDUCATION .

IOWA STATE DEPT. OF PUBLIC INSTRUCTION, DES MOINES
PUB DATE - 68 20P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *AUDIOVISUAL AIDS; *HEALTH OCCUPATIONS EDUCATION; *DIRECTORIES; INFORMATION SOURCES

ABSTRACT - INFORMATION LISTS SOURCE, TITLE OR SUBJECT, AND FORM. MATERIALS APPROPRIATE FOR THE VARIOUS HEALTH OCCUPATIONS ARE INCLUDED. FORMS ARE FILMS, BOOKLETS, PAMPHLETS, KITS, BOOKS, PERIODICALS, FILMSTRIPS, CHARTS, PROGRAMED INSTRUCTIONS, SLIDES, EXHIBITS, MODELS, TRANSPARENCIES, TAPES, VIDEOTAPES, STUDENT AND INSTRUCTOR MANUALS, BIBLIOGRAPHIES, PACKETS, AND REPRINTS. (JK)

VT 005 450 ED 023 826
GILBERT, MAUD R., ED.; FIEDLER, BELLE, ED.
MANUAL OF AN INSTRUCTIONAL PROGRAM IN DENTAL ASSISTING .

MADISON VOCATIONAL, TECHNICAL, AND ADULT SCHOOLS, WIS.
PUB DATE - AUG64 86P.

DESCRIPTORS - *PROGRAM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *DENTAL ASSISTANTS; PROGRAM ADMINISTRATION; PROGRAM CONTENT; POST SECONDARY EDUCATION; CURRICULUM; *PROGRAM DESCRIPTIONS
IDENTIFIERS - *MADISON VOCATIONAL TECHNICAL AND ADULT SCHOOLS; MADISON; WISCONSIN

ABSTRACT - THIS MANUAL IS FOR ADMINISTRATOR AND TEACHER USE IN PLANNING A PROGRAM AND INDIVIDUAL COURSES FOR ADULTS IN DENTAL ASSISTING IN VOCATIONAL, TECHNICAL, AND ADULT PROGRAMS. THE MANUAL WAS DEVELOPED BY A SUPERVISOR, A TEACHER-COORDINATOR, TEACHERS, AND DENTISTS AT THE LOCAL LEVEL AND TESTED IN THE LOCAL SCHOOL. THE OBJECTIVES ARE TO PREPARE INDIVIDUALS TO FUNCTION AS CHAIRSIDE ASSISTANTS AND OFFICE MANAGERS. CURRICULUM COMPONENTS ARE ENGLISH, DENTAL OFFICE MANAGEMENT, DENTAL ASSISTING TYPEWRITING, PROFESSIONAL ORIENTATION, PERSPECTIVE IN PERSONAL DEVELOPMENT, DENTAL LABORATORY PROCEDURES, DENTAL THEORY, FIRST AID, PHARMACOLOGY, AND DENTAL ASSISTING THEORY AND PRACTICE. COURSE OUTLINES INCLUDE TIME ALLOTMENT, GENERAL DESCRIPTIVE STATEMENT, OBJECTIVES, AND GENERAL CONTENT. TWO SEMESTERS INCLUDING 1,016 CLASS AND LABORATORY HOURS ARE REQUIRED. TEACHERS SHOULD BE COMPETENT PRACTITIONERS AND REPRESENT THE AREAS OF HOME ECONOMICS AND BUSINESS EDUCATION AS WELL AS DENTAL EDUCATION. STUDENT REQUIREMENTS INCLUDE HIGH SCHOOL GRADUATION OR EQUIVALENCY, ONE UNIT OF SCIENCE, ONE UNIT OF TYPING, AND A TWELFTH GRADE READING LEVEL. FIELD EXPERIENCES ARE DESCRIBED AND POLICIES IN CONNECTION WITH (1) ADMISSION, (2) SCHOLARSHIP, PROBATION AND DISMISSALS, (3) WITHDRAWALS, READMISSIONS, AND TRANSFERS, (4) GRADUATION, (5) HEALTH PROGRAM, (6) COUNSELING PROGRAM, AND (7) SCHOLARSHIP AND LOANS ARE EXPLAINED. APPENDIXES INCLUDE EVALUATION FORMS AND LABORATORY PROCEDURE OUTLINES. (JK)

VT 005 458 ED 024 779
LOVE, ROBERT L.
A COMPREHENSIVE PROJECT TO DEVELOP A COMPLETE CURRICULUM IN THE AREA OF MEDICAL RECORDS TECHNICIAN, INCLUDING GUIDELINES FOR THE DEVELOPMENT OF A TWO-YEAR COLLEGIATE CURRICULUM FOR MEDICAL RECORD TECHNICIANS . FINAL REPORT.

NEW YORK STATE AGRICULTURAL AND TECHNICAL COLL., ALFRED
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
OEG-1-7-068302-0205 08
BR-6-8302
PUB DATE - FEB68 99P.

DESCRIPTORS - *MEDICAL RECORD TECHNICIANS; TECHNICAL EDUCATION; *HEALTH OCCUPATIONS EDUCATION; *CURRICULUM DEVELOPMENT; *CLINICAL EXPERIENCE; *MANPOWER NEEDS; CURRICULUM; CURRICULUM GUIDES; QUESTIONNAIRES; HOSPITALS; MEDICAL CASE HISTORIES; CONTRACTS; GUIDELINES

ABSTRACT - THE OBJECTIVES OF THE PROJECT WERE TO DETERMINE THE QUANTITATIVE NEED OF MEDICAL RECORD TECHNICIANS, TO DEVELOP A CURRICULUM, AND TO EXPLORE HOSPITALS TO BE USED FOR CLINICAL EXPERIENCE. FIVE HUNDRED AND THREE HOSPITALS ASSUMED TO BE REPRESENTATIVE OF THE 7,127 LISTED BY THE AMERICAN HOSPITAL ASSOCIATION RESPONDED TO A QUESTIONNAIRE. PROJECTED DATA INDICATED THAT 18,304 PERSONS WERE EMPLOYED AS MEDICAL RECORD TECHNICIANS AND THAT BY 1975 THERE WOULD BE A NEED FOR 9,810 MORE. THE 2-YEAR CURRICULUM DEVELOPED ON THE BASIS OF THE HOSPITALS' SUGGESTIONS CONSISTS OF MEDICAL RECORDS SCIENCE COURSES DEALING WITH HISTORICAL ASPECTS, FILING, CLASSIFICATION SYSTEMS AND CODING METHODS, ETHICAL AND LEGAL ASPECTS, SPECIALIZED RESPONSIBILITIES, PRINCIPLES OF ORGANIZATION AND MANAGEMENT, MEDICAL TERMINOLOGY, AND MACHINE TRANSCRIPTION, GENERAL STUDIES COURSE INCLUDING ENGLISH, ECONOMICS, AMERICAN GOVERNMENT, ANATOMY AND PHYSIOLOGY, PSYCHOLOGY AND HUMAN DEVELOPMENT, OTHER REQUIRED COURSES INCLUDING DATA PROCESSING, COMPUTER PROGRAM, TYPING, SPEECH, AND STATISTICS, AND 9 CREDIT HOURS OF ELECTIVES.

A SIMULATED MEDICAL RECORD ROOM WAS DEVELOPED AND ACTUAL CLINICAL EXPERIENCES IN LARGE METROPOLITAN AND SMALLER LOCAL HOSPITALS WERE ARRANGED. THE REPORT ALSO INCLUDES GUIDELINES FOR CURRICULUM DEVELOPMENT; THE APPENDIX INCLUDES SURVEY RESULTS, COURSE OUTLINES, A SAMPLE HOSPITAL CONTRACT, A DESCRIPTION OF SUMMER CLINICAL EXPERIENCE, AND A LIST OF COOPERATING HOSPITALS. (JK)

VT 005 460
MADISON VOCATIONAL AND ADULT SCHOOL-SCHOOL FOR MEDICAL ASSISTANTS .

MADISON VOCATIONAL, TECHNICAL, AND ADULT SCHOOLS, WIS.
PUB DATE - 64 15P.

DESCRIPTORS - *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *MEDICAL ASSISTANTS; POST SECONDARY EDUCATION

ABSTRACT - THIS GUIDE IS FOR ADMINISTRATOR AND TEACHER USE IN DEVELOPING A POST-SECONDARY VOCATIONAL SCHOOL PROGRAM TO PREPARE STUDENTS FOR EMPLOYMENT AS MEDICAL ASSISTANTS. IT WAS DEVELOPED BY A SUPERVISOR, A TEACHER-COORDINATOR, AND TEACHERS AT THE LOCAL LEVEL, TESTED IN A LOCAL SCHOOL, AND ADOPTED BY FIVE OTHER VOCATIONAL-TECHNICAL SCHOOLS IN THE STATE. THE OBJECTIVE OF THE PROGRAM IS TO ENABLE THE STUDENTS TO ACQUIRE THE KNOWLEDGE, SKILLS, AND UNDERSTANDING OF ETHICS AND HUMAN RELATIONS NECESSARY TO ASSIST THE PHYSICIAN EFFICIENTLY IN HIS OFFICE. THE MAJOR AREAS OF THE PROGRAM ARE (1) MEDICAL AND RELATED INFORMATION, 348 HOURS, (2) MEDICAL OFFICE SECRETARIAL INFORMATION, 525 HOURS, (3) NURSING INFORMATION, 286 HOURS, (4) LABORATORY TECHNIQUES, 64 HOURS, AND (5) CLINICAL PRACTICE, 80 HOURS. EACH OF 14 UNITS WITHIN THE AREAS INCLUDE INTRODUCTORY INFORMATION, OBJECTIVES, AND A LIST OF CONTENT AND TOPICS. TEACHERS SHOULD BE OCCUPATIONALLY COMPETENT PRACTITIONERS AND TEACHERS IN THE MEDICAL FIELD. REQUIREMENTS FOR STUDENTS ARE HIGH SCHOOL GRADUATION OR EQUIVALENCY, ONE UNIT OF SCIENCE, ONE UNIT OF TYPING, AND A TWELFTH GRADE READING LEVEL. (JK)

VT 005 471
FLITTER, HESSEL H., AND OTHERS
REHABILITATIVE ASPECTS OF NURSING, A PROGRAMED INSTRUCTION SERIES. PART I, PHYSICAL THERAPEUTIC NURSING MEASURES, UNIT 1, CONCEPTS AND GOALS .

NATIONAL LEAGUE FOR NURSING, NEW YORK, N.Y.
RESEARCH AND STUDIES SERVICE
NATIONAL LEAGUE FOR NURSING, 10 COLUMBUS CIRCLE, NEW YORK, NEW YORK 10019 ($1.75).
PUB DATE - 66 77P.

DESCRIPTORS - PROGRAMED UNITS; *PROGRAMED TEXTS; *HEALTH OCCUPATIONS EDUCATION; *NURSING; HOSPITALS; COMMUNITY HEALTH SERVICES; NURSING HOMES; *PHYSICAL THERAPY; *REHABILITATION; NURSES; PRACTICAL NURSES; INSERVICE EDUCATION; INDIVIDUAL INSTRUCTION

ABSTRACT - THIS UNIT FOR THE USE OF NURSING PERSONNEL IS TENDED AS AN ADJUNCT TO AN INSERVICE EDUCATION PROGRAM. DEVELOPED BY SPECIALISTS IN NURSING, PHYSICAL THERAPY, MEDICINE, AND PROGRAMED INSTRUCTION IT WAS TESTED BY SMALL REPRESENTATIVE SAMPLES OF THE TARGET POPULATION, AND REVISED MANY TIMES UNTIL AN AVERAGE SCORE OF 90 PERCENT OR HIGHER WAS ACHIEVED ON THE POST TEST. OBJECTIVES INCLUDE IDENTIFYING: (1) THE SCIENTIFIC BASIS FOR THE RELATIONSHIP BETWEEN PROLONGED BED REST AND DEVELOPMENT OF COMPLICATIONS, (2) THE FUNCTIONS OF THE NEUROMUSCULOSKELETAL PARTS IN PRODUCING MOTION, (3) THE COMBINATION OF EARLY SIGNS AND SYMPTOMS THAT ARE PRECURSORS OF PATHOLOGICAL CONDITIONS IN BEDRIDDEN PATIENTS, (4) INITIAL AND ADVANCED CHANGES OCCURRING IN THE MUSCULOSKELETAL SYSTEM AS RESULTS OF DISUSE, AND (5) PREVENTIVE AND RESTORATIVE MEASURES FOR DISEASED OR INJURED BODY PARTS. AN ACCOMPANYING PANEL BOOK SUPPLIES ILLUSTRATIONS RELATED TO THE INFORMATION AND QUESTIONS IN THE 91 FRAMES OF THE BASIC DOCUMENT. VT 005 472 IS THE SECOND UNIT OF THE SERIES. (JK)

VT 005 472
TATE, BARBARA L., AND OTHERS
REHABILITATIVE ASPECTS OF NURSING, A PROGRAMED INSTRUCTION SERIES. PART 1, PHYSICAL THERAPEUTIC NURSING MEASURES, UNIT 2, RANGE OF JOINT MOTION .

NATIONAL LEAGUE FOR NURSING, NEW YORK, N.Y.
RESEARCH AND STUDIES SERVICE
NATIONAL LEAGUE FOR NURSING, 10 COLUMBUS CIRCLE, NEW YORK, NEW YORK 10019 ($3.25).
PUB DATE - 67 193P.

DESCRIPTORS - PROGRAMED UNITS; *PROGRAMED TEXTS; *HEALTH OCCUPATIONS EDUCATION; *NURSING; HOSPITALS; COMMUNITY HEALTH NSERVICES; NURSING HOMES; *PHYSICAL THERAPY; *REHABILITATION; NURSES; PRACTICAL NURSES; INSERVICE EDUCATION; INDIVIDUAL INSTRUCTION

ABSTRACT - THIS UNIT, THE SECOND OF THE SERIES, IS FOR THE USE OF REGISTERED NURSES EMPLOYED IN HOSPITALS, PUBLIC HEALTH AGENCIES, AND NURSING HOMES, AS AN ADJUNCT TO AN INSERVICE PROGRAM. DEVELOPED BY SPECIALISTS IN NURSING, PHYSICAL THERAPY, MEDICINE AND PROGRAMED INSTRUCTION IT WAS TESTED BY A REPRESENTATIVE GROUP OF 31 MEMBERS OF THE TARGET POPULATION AND REVISED AFTER EACH TESTING UNTIL AN AVERAGE GROUP SCORE OF APPROXIMATELY 80 PERCENT WAS ACHIEVED ON THE POST-TEST. THE PURPOSE OF THE UNIT IS TO PREPARE NURSES TO MAINTAIN THE FUNCTIONS OF THE PARTS OF THE NEUROMUSCULOSKELETAL SYSTEM AND PROTECT THEM FROM DISEASE, INJURY, AND ADAPTIVE CHANGES DUE TO DISUSE, MISUSE, AND ABUSE. THE SECTIONS OF THE UNITS ARE (1) EFFECTS OF INACTIVITY, (2) LEVER SYSTEMS, (3) JOINT STRUCTURES, (4) PROTECTING JOINT STRUCTURES FROM MISUSE, (5) PROTECTING JOINT STRUCTURES FROM DISUSE, (6) JOINT MOVEMENTS, AND (7) RANGE OF JOINT MOTION EXERCISES. AN ACCOMPANYING PANEL BOOK SUPPLIES ILLUSTRATIONS RELATED TO THE INFORMATION AND QUESTIONS IN THE 265 FRAMES OF THE BASIC DOCUMENT. VT 005 471 IS THE FIRST UNIT OF THE SERIES. (JK)

VT 005 535 ED 023 827
RABEAU, E.S.
HEALTH AUXILIARY TRAINING, INSTRUCTOR'S GUIDE .

PUBLIC HEALTH SERVICE (DHEW), WASHINGTON, D.C. DIV. OF INDIAN HEALTH
PHSP-1543
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (FS2.6/2:H34/3, $1.75).
PUB DATE - 66 261P.

DESCRIPTORS - *TEACHING GUIDES; *CURRICULUM GUIDES; HEALTH OCCUPATIONS EDUCATION; *COMPANIONS (OCCUPATION); ADULT VOCATIONAL EDUCATION; *AMERICAN INDIANS

ABSTRACT - THIS GUIDE FOR THE TRAINING OF HOME HEALTH AIDES IS A COMPILATION OF LECTURE OUTLINES SUPPLEMENTED BY A SUGGESTED CLASS SCHEDULE FOR THE USE OF THE PROGRAM DIRECTOR IN PLANNING THE OVERALL PROGRAM AND PREPARING FOR THE CLASSES HE IS TO TEACH. DEVELOPED BY THE TRAINING BRANCH OF THE DIVISION OF INDIAN HEALTH IN COOPERATION WITH THE OFFICE OF ECONOMIC OPPORTUNITY, THE OGLALA SIOUX TRIBE, AND OTHER INTERESTED INDIVIDUALS, THE PURPOSE OF THE PROGRAM WAS TO EQUIP AIDES DRAWN FROM THE RESERVATION POPULATION TO AUGMENT THE DIVISION'S COMMUNITY HEALTH ACTIVITIES ON THE PINE RIDGE RESERVATION IN SOUTH DAKOTA. UNITS INCLUDE: (1) INTRODUCTION, (2) ANATOMY AND PHYSIOLOGY, (3) EPIDEMIOLOGY, (4) BASIC HOME NURSING AND HOME HEALTH PRACTICE, (5) ENVIRONMENTAL HEALTH, (6) HOME MANAGEMENT, (7) COMMUNITY RESOURCES, (8) ACCIDENT PREVENTION, (9) EDUCATION TECHNIQUES, AND (10) HUMAN RELATIONS. QUIZZES AND LISTS OF SUGGESTED REFERENCES AND TEACHING AIDS FOLLOW EACH UNIT. THE CLASSROOM PHASE OF THE TRAINING WAS CONDUCTED IN TWO SESSIONS OF TWELVE WEEKS EACH WITH TWELVE AIDES ATTENDING EACH SESSION FOLLOWED BY FOUR MONTHS OF ON-THE-JOB TRAINING. PERSONNEL QUALIFIED TO HANDLE EACH SUBJECT AREA ARE SUGGESTED. (JK)

VT 005 536 ED 023 828
CLOSED DRAINAGE OF THE CHEST ; A PROGRAMED COURSE FOR NURSES.

PUBLIC HEALTH SERVICE (DHEW), WASHINGTON,D.C. DIV. OF NURSING
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 ($1.50).
PUB DATE - MAY65 234P.

DESCRIPTORS - *PROGRAMED UNITS; *HEALTH OCCUPATIONS EDUCATION; *NURSES; *NURSING; HOSPITALS; *REFRESHER COURSES; PROGRAMED INSTRUCTION

ABSTRACT - THIS PROGRAMED COURSE, INTENDED PRIMARILY FOR REGISTERED NURSES AND PARTICULARLY FOR THOSE RETURNING TO PRACTICE AFTER A PERIOD OF RETIREMENT, MAY ALSO HAVE VALUE FOR OTHER NURSING PERSONNEL. THE GENERAL OBJECTIVE IS TO ASSIST THE NURSE IN THE HOSPITAL TO IMPROVE THE QUALITY OF THE NURSING CARE GIVEN TO THE PATIENT PLACED ON A CLOSED CHEST DRAINAGE SYSTEM. UNITS ARE ANATOMY AND PHYSIOLOGY, RATIONALE OF THERAPY, AND THE APPARATUS. THE MATERIAL IS TO BE USED BY THE INDIVIDUAL STUDENT, AND TWO SEPARATE SESSIONS TOTALING THREE TO FOUR HOURS ARE RECOMMENDED FOR THE COMPLETION OF THE COURSE. AN OPTIONAL REVIEW IS INCLUDED FOLLOWING THE SECTION ON ANATOMY AND PHYSIOLOGY FOR THE USE OF STUDENTS WHO, ON THE BASIS OF THEIR KNOWLEDGE, DESIRE TO OMIT THIS SECTION. NUMEROUS DIAGRAMS ARE PRESENTED AND A REFERENCE LIST IS INCLUDED. (JK)

VT 005 561
HOW TO BE A NURSES' AIDE IN A NURSING HOME, INSTRUCTOR'S MANUAL . PUBLICATION NO. 1426.

PUBLIC HEALTH SERVICE (DHEW), WASHINGTON, D.C. NURSING HOMES AND RELATED FACILITIES BRANCH
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (FS2.6/2:N93/90, $.55).
PUB DATE - APR66 23P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *NURSES AIDES; *NURSING HOMES; *TEACHING GUIDES; *PROGRAM DEVELOPMENT; TEACHING METHODS; SKILL ANALYSIS; LESSON PLANS; FACILITY INVENTORY; REFERENCE MATERIALS

ABSTRACT - INTENDED AS AN AID IN THE USE OF THE MANUAL, "HOW TO BE A NURSES' AIDE IN A NURSING HOME" (AMERICAN NURSING HOME ASSOCIATION, $2.50), THIS MANUAL IS DESIGNED TO ASSIST THE INSTRUCTOR IN ORGANIZING AND PLANNING A TRAINING PROGRAM FOR NURSE'S AIDES. "ORGANIZING THE TRAINING," DEALS WITH INVOLVING AN ADVISORY COMMITTEE AND NURSING HOME ADMINISTRATORS AND WITH PLANNING AS IT RELATES TO WORKING ENVIRONMENT, NUMBER OF AIDES TO BE TRAINED, FACILITIES AND EQUIPMENT, CLASS HOURS AND LENGTH OF TRAINING, RECORDS, LESSON PLANS, AND WRITTEN ACKNOWLEDGEMENT OF PROGRAM COMPLETION. "FOUR-STEP METHOD OF INSTRUCTION," DEALS WITH PREPARATION, DEMONSTRATION, RETURN DEMONSTRATION, AND FOLLOWUP AS THE FOUR STEPS IN TEACHING AND EMPHASIZES PROCEDURE BREAKDOWN. APPENDIXES INCLUDE SAMPLE FORMS FOR FACILITY INVENTORY, RECORD OF ATTENDANCE AND SUPERVISON, SKILL INVENTORY FOR AUXILIARY PERSONNEL, AND ACKNOWLEDGEMENT OF COURSE COMPLETION. SAMPLE PROCEDURE BREAKDOWNS FOR THREE NURSING PROCEDURES AND A LIST OF SUGGESTED REFERENCES FOR THE INSTRUCTOR ARE ALSO PRESENTED. (JK)

VT 005 562 ED 022 900
ELEMENTARY REHABILITATION NURSING CARE ; A MANUAL FOR NURSES AND ANCILLARY WORKERS IN NURSING HOMES, HOSPITALS, CONVALESCENT FACILITIES, AND PUBLIC HEALTH AGENCIES. PUBLIC HEALTH SERVICE PUBLICATION NO. 1436.

COLORADO STATE DEPT. OF HEALTH, DENVER. PUBLIC HEALTH NURSING SECTION
PUBLIC HEALTH SERVICE (DHEW), WASHINGTON,D.C. DIV. OF NURSING
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (FS2.6/2:N93/10, $.55).
PUB DATE - APR66 103P.

DESCRIPTORS - *TEXTBOOKS; *HEALTH OCCUPATIONS

EDUCATION; *NURSING; *REHABILITATION; PHYSICALLY HANDICAPPED; OLDER ADULTS; NURSES; *HEALTH PERSONNEL; NURSING HOMES

ABSTRACT - THIS GUIDE FOR TEACHER AND STUDENT USE PRESENTS A COMPREHENSIVE PROGRAM OF PHYSICAL REHABILITATION FOR AGED AND PHYSICALLY DISABLED PATIENTS. DEVELOPED BY THE PUBLIC HEALTH NURSING SECTION, THE MANUAL WAS TESTED BY STATE HEALTH DEPARTMENT PERSONNEL AND PERSONS DOING INSERVICE TEACHING IN THEIR RESPECTIVE NURSING HOMES. THE PROGRAM IS DESIGNED TO PROVIDE NURSES AND ANCILLARY WORKERS WITH A BETTER UNDERSTANDING OF THE PHYSICAL, MENTAL, AND SOCIAL NEEDS OF PATIENTS FOR THE IMPROVEMENT OF NURSING CARE, PATIENT MORALE, AND JOB SATISFACTION. THE FIRST SECTION, "BASIC PHILOSOPHY AND PRINCIPLES OF REHABILITATION NURSING," INCLUDES PRINCIPLES OF REHABILITATION FOR NURSING HOMES, THE NURSING HOME TEAM, REHABILITATION NURSING, AND THE RELATIONSHIP OF THE ACTIVITIES AND THE REHABILITATION NURSING AREAS. THE SECOND SECTION, "PRINCIPLES AND TECHNIQUES OF REHABILITATION NURSING PROCEDURES," COVERS BODY ALIGNMENT, INTRODUCTION TO EXERCISES, NORMAL BODY MOTIONS, PASSIVE RANGE OF MOTION EXERCISES, TRANSFER ACTIVITIES, AMBULATION ACTIVITIES, ACTIVITIES OF DAILY LIVING, SKIN CARE, PERSONAL HYGIENE, BOWEL AND BLADDER TRAINING, AND GENERAL PRINCIPLES IN SPEECH AND HEARING PROBLEMS. THE THIRD SECTION COVERS "APPLICATION OF REHABILITATION NURSING IN A SPECIFIC DISEASE," INCLUDING SPECIFIC CARE FOR HEMIPLEGIA. EXTENSIVE DIAGRAMS ILLUSTRATE TECHNIQUES AND OBJECTIVES OF TREATMENT. REFERENCE RESOURCES ARE LISTED IN THE APPENDIX. (JK)

VT 005 599
GOODSON, CORA L.
TEMPERATURE, PULSE, AND RESPIRATION MEASUREMENT, A PROGRAMMED NOTEBOOK FOR NURSING ASSISTANTS . PUBLIC HEALTH SERVICE PUBLICATION NO. 1456.

NATIONAL INSTITUTES OF HEALTH (DHEW), BETHESDA, MD. CLINICAL CENTER
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (FS2.22:T24, $1.00).
PUB DATE - 66 72P.

DESCRIPTORS - *PROGRAMED UNITS; *HEALTH OCCUPATIONS EDUCATION; *NURSES AIDES; *NURSING; *TECHNIQUES

ABSTRACT - THIS PROGRAMED UNIT IS FOR STUDENT USE BEFORE THE CLASS SESSION IN WHICH THE ACTUAL MEASUREMENT OF TEMPERATURE, PULSE, AND RESPIRATION IS PRACTICED. THE FIVE MAJOR SECTIONS ARE TEMPERATURE, THE CLINICAL THERMOMETER, PULSE, RESPIRATION, AND TECHNIQUE AND PROCEDURE. EACH SECTION INCLUDES THE INITIAL LESSON AND A REVIEW, BOTH OF WHICH ARE IN THE FORM OF COMPLETION STATEMENTS. (JK)

VT 005 840
TEACHING AIDS FOR SCHOOLS OF RADIOLOGIC TECHNOLOGY, THIRD EDITION, 1964 AND ADDENDUM, 1966.

AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS, FOND DU LAC, WIS. EDUCATION COMMITTEE
AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS, 645 NORTH MICHIGAN AVENUE, CHICAGO, ILLINOIS 60611 ($2.75).
PUB DATE - 64 78P.

DESCRIPTORS - *CATALOGS; INSTRUCTIONAL MATERIALS; *AUDIOVISUAL AIDS; *INSTRUCTIONAL AIDS; RESOURCE MATERIALS; INFORMATION SOURCES; *TEXTBOOKS; REFERENCE MATERIALS; ANNOTATED BIBLIOGRAPHIES; CLASSROOM MATERIALS; RESOURCE GUIDES; *HEALTH OCCUPATIONS EDUCATION
IDENTIFIERS - *RADIOLOGIC TECHNOLOGY

ABSTRACT - THIS CATALOG AND ADDENDUM OF TEACHING AIDS LIST MOTION PICTURES, SLIDE LECTURES AND FILM STRIPS, TEXTBOOKS, TECHNICAL JOURNALS, PAMPHLETS, AND CHARTS. SOURCES, PURCHASE OR RENTAL COSTS, AND CONTENT ANNOTATIONS ARE INCLUDED FOR MOST ITEMS. SOME AREAS COVERED ARE ANATOMY AND PHYSIOLOGY, BODY SYSTEMS, GUIDANCE AND SUPERVISION, NURSING PROCEDURES, PHYSICS, RADIOACTIVITY, RADIOGRAPHIC TECHNIQUES, RADIOTHERAPY, PUBLIC SPEAKING, AND WRITING AND OFFICE PROCEDURES. COMMERCIAL SOURCES OF MODELS, CHARTS, AND LABORATORY DEMONSTRATION APPARATUS ARE INDICATED. A SPECIAL SECTION LISTS TEACHING AIDS AVAILABLE FREE FROM COMMERCIAL COMPANIES. (JK)

VT 005 867
TRAINING THE NURSING AIDE. INSTRUCTOR'S GUIDE .

HOSPITAL RESEARCH AND EDUCATIONAL TRUST, CHICAGO, ILL.
HOSPITAL RESEARCH AND EDUCATIONAL TRUST OF NEW JERSEY
MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C. BUREAU OF APPRENTICESHIP AND TRAINING
AMERICAN HOSPITAL ASSOCATION, 840 NORTH LAKE SHORE DRIVE, CHICAGO, ILLINOIS 60611 ($5.00).
PUB DATE - 65 325P.

DESCRIPTORS - *NURSES AIDES; *TEACHING GUIDES; *LESSON PLANS; HOSPITALS; INSERVICE COURSES; *HEALTH OCCUPATIONS EDUCATION; ILLUSTRATIONS; ADULT VOCATIONAL EDUCATION

ABSTRACT - THE GUIDE PRESENTS DETAILED LESSON PLANS ON: (1) ORIENTATION, (2) MAKING UNOCCUPIED BEDS, (3) ASEPSIS, (4) PREPARING THE EMPTY UNIT, (5) PERSONAL CARE, (6) MORNING CARE, (7) FOOD SERVICE, (8) INTAKE AND OUTPUT, (9) TEMPERATURE, PULSE, AND RESPIRATION, (10) ANATOMY, (11) RECTAL TREATMENT, (12) SPECIMEN COLLECTION, (13) SKIN CARE, (14) POSITIONING PATIENTS, (15) ORTHOPEDIC CARE, (16) PREOPERATIVE CARE, (17) POST-OPERATIVE CARE, (18) ADMISSION, TRANSFER, AND DISCHARGE, (19) ISOLATION TECHNIQUE, (20) CARE OF THE DYING, (21) CATHETERS, CANNULAS, AND OTHER TUBES, (23) PHYSICAL EXAMINATION, (23) PATIENT CARE RECORDS, (24) CARE OF EQUIPMENT, (25) HOSPITAL SAFETY, (26) HEAT AND COLD APPLICATIONS. NUMEROUS ILLUSTRATIONS ARE INCLUDED. LESSON PLANS CORRESPOND TO CHAPTERS IN "TRAINING THE NURSING AIDE. STUDENT

MANUAL" (VT 005 868), A RELATED DOCUMENT. (JK)

VT 005 868
TRAINING THE NURSING AIDE. STUDENT MANUAL .

HOSPITAL RESEARCH AND EDUCATIONAL TRUST, CHICAGO, ILL.
HOSPITAL RESEARCH AND EDUCATIONAL TRUST OF NEW JERSEY
MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C. BUREAU OF APPRENTICESHIP AND TRAINING
AMERICAN HOSPITAL ASSOCIATION, 840 NORTH LAKE SHORE DRIVE, CHICAGO, ILLINOIS 60611 ($2.50).
PUB DATE - 65 258P.

DESCRIPTORS - *NURSES AIDES; *TEXTBOOKS; *STUDY GUIDES; INSERVICE COURSES; *HEALTH OCCUPATIONS EDUCATION; HOSPITALS; ILLUSTRATIONS; ADULT VOCATIONAL EDUCATION

ABSTRACT - THE MANUAL IS DESIGNED FOR: (1) NOTE-TAKING IN CLASS FOR WHICH A BLANK COLUMN IS PROVIDED ON EACH PAGE, (2) HOME STUDY, (3) REVIEW OF PROCEDURES IN THE CLINICAL AREA. PRINCIPLES AND BACKGROUND INFORMATION ARE PRESENTED WITH RELATED PROCEDURES. NUMEROUS ILLUSTRATIONS ARE INCLUDED. CHAPTERS CORRESPOND TO THE LESSON PLANS IN "TRAINING THE NURSING AIDE. INSTRUCTOR'S GUIDE" (VT 005 867), A RELATED DOCUMENT. (JK)

VT 006 120
THE PACKAGED DISASTER HOSPITAL . HEALTH MOBILIZATION SERIES F6, F12-14, F15A, F16-17.

PUBLIC HEALTH SERVICE (DHEW), WASHINGTON, D.C. DIV. OF HEALTH MOBILIZATION
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (SEE ABSTRACT FOR NUMBERS AND PRICES).
PUB DATE - 65 467P.

DESCRIPTORS - *DISASTER; *HOSPITALS; WATER RESOURCES; HEALTH OCCUPATIONS EDUCATION; *HEALTH SERVICES; NURSES; PHARMACISTS; CHECK LISTS; EQUIPMENT; SUPPLIES; MANAGEMENT; PROGRAM PLANNING; INSERVICE EDUCATION; EQUIPMENT STORAGE; CATALOGS; *PROGRAM GUIDES
IDENTIFIERS - *PACKAGED DISASTER HOSPITAL

ABSTRACT - THE PACKAGED DISASTER HOSPITAL IS A UNIT OF HOSPITAL SUPPLIES, EQUIPMENT, AND PHARMACEUTICALS STORED IN THE COMMUNITY AND UNPACKED AND SET UP IN A DISASTER IN AN EXISTING HOSPITAL TO AUGMENT ITS SERVICES OR IN A SEPARATE BUILDING IN AFFILIATION WITH AN EXISTING HOSPITAL. THE SEVEN BOOKLETS IN THIS SERIES ARE DESIGNED TO AID THOSE PERSONS IN A COMMUNITY RESPONSIBLE FOR THE PLANNING AND FUNCTIONING OF SUCH A UNIT AND TO PREPARE THE USER FOR THE RESPONSIBILITIES AND PRECAUTIONS NECESSARY TO OPERATE THE UNIT. GUIDES COVER: (1) WATER SUPPLY MANAGEMENT (AVAILABLE FROM GOVERNMENT PRINTING OFFICE FOR 20 CENTS), (2) NURSES' WARD MANAGEMENT GUIDE (15 CENTS), (3) PHARMACY SECTION (FS2.302:F-13, 20 CENTS), (4) ASSEMBLING EQUIPMENT (FS2.302:F-14, $1.00), (5) CATALOGUE AND GUIDE (FS2.302:F-15A, $1.50), (6) CHECK LIST FOR DEVELOPING A PACKAGED DISASTER HOSPITAL READINESS PLAN (FS2.302:F-16, 20 CENTS), AND (7) GENERAL STORES SECTION (FS2.302:F-17, 15 CENTS). EACH BOOKLET CONTAINS SUFFICIENT INFORMATION TO BE USED AS A TRAINING MANUAL OR HANDBOOK. (JK)

VT 006 127
GUIDE FOR SUGGESTED COURSE IN AUSTERE MEDICAL CARE FOR DISASTER. HEALTH MOBILIZATION SERIES D-1A.

PUBLIC HEALTH SERVICE (DHEW), WASHINGTON, D.C. DIV. OF HEALTH MOBILIZATION
PUB DATE - 65 8P.

DESCRIPTORS - *PROGRAM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *HEALTH PERSONNEL; *DISASTER; EDUCATIONAL PROGRAMS
IDENTIFIERS - AUSTERE MEDICAL CARE FOR DISASTER; UNITED STATES PUBLIC HEALTH SERVICE

ABSTRACT - THIS GUIDE IS INTENDED TO ASSIST IN PLANNING A COURSE FOR ALLIED HEALTH WORKERS, SUCH AS DENTISTS, NURSES, PHARMACISTS, AND VETERINARIANS, IN THE ADMINISTRATION OF MEDICAL CARE UNDER THE AUSTERE CONDITIONS ASSOCIATED WITH MAJOR DISASTERS. THE COURSE OBJECTIVES ARE ACQUAINTANCE WITH PROBLEMS AND RESTRICTIONS RELATED TO LIMITED SUPPLIES, ABILITY TO MAKE APPRAISALS OF ILLNESSES AND INJURIES BASED ON SIGNS AND SYMPTOMS, AND USE OF SOUND JUDGMENT IN TREATING SIGNS AND SYMPTOMS. CONCEPTS EMPHASIZED ARE PRINCIPLES OF AUSTERE CARE AND ENVIRONMENTAL FACTORS. A SUGGESTED 10-HOUR COURSE OUTLINE WHICH MAY BE MODIFIED FOR THE LEVEL AND NEEDS OF THE CLASS INCLUDES AN INTRODUCTION TO THE SHELTER AND ITS PROBLEMS, PEDIATRIC EMERGENCIES AND PSYCHOLOGICAL AID, SKIN DISORDERS, STOMACH AND BOWEL DISORDERS, CHILDBIRTH AND CARE OF THE INFANT, COMMON AILMENTS, TRAUMATIC CONDITIONS, SURGICAL PROBLEMS, AND MEDICAL PROGRAMS. THE INSTRUCTOR SHOULD BE A PHYSICIAN OR ALLIED HEALTH WORKER IN CONSULTATION WITH A PHYSICIAN. THE CLASS SHOULD NOT EXCEED 20 MEMBERS AND THEY SHOULD HAVE THE SAME GENERAL BACKGROUND IN THE HEALTH FIELD. THE TEXTBOOK FOR THIS COURSE IS "AUSTERE MEDICAL CARE FOR DISASTER," PHS PUBLICATION NO. 1071-D-1. A RELATED DOCUMENT IS VT 006 120 (AIM SUMMER 1969). (JK)

VT 006 167
HANDBOOK FOR HOME HEALTH AIDES .

CARDINAL RITTER INST., SAINT LOUIS, MISSOURI
OFFICE OF ECONOMIC OPPORTUNITY, WASHINGTON, D.C.
CARDINAL RITTER INSTITUTE, 4532 LINDELL, ST. LOUIS, MISSOURI 63108 ($10.00).
PUB DATE - 69 179P.

DESCRIPTORS - *COMPANIONS (OCCUPATION); NURSING; OLDER ADULTS; *TEXTBOOKS; TASK PERFORMANCE; *RESIDENTIAL CARE; *HEALTH OCCUPATIONS EDUCATION; GUIDELINES; *ADULT VOCATIONAL EDUCATION; SAFETY; GLOSSARIES; FOOD INSTRUCTION; PATIENTS (PERSONS); HUMAN POSTURE

ABSTRACT - DEVELOPED AS PART OF A PILOT TRAINING PROJECT, THIS HANDBOOK IS A SUMMARY OF MATERIALS PRESENTED TO HOME HEALTH AIDE TRAINEES. THERE ARE 10 SECTIONS: (1) TEAM,

WHICH DISCUSSES RELATIONSHIPS WITH VARIOUS MEMBERS OF THE PROFESSIONAL HEALTH TEAM, (2) YOUR ROLE, WHICH COVERS APPEARANCE AND GROOMING, BEHAVIOR ON THE JOB, PERSONALITY, AND USE OF THE TELEPHONE, (3) PATIENT CARE, WHICH INCLUDES RAPPORT WITH THE PATIENT AND FAMILY AND PRESENTS PROCEDURES AND RELATED INFORMATION REGARDING NURSING CARE, (6) FOOD, WHICH PRESENTS BASIC INFORMATION ON NUTRITION, SPECIAL DIETS, MEAL PLANNING, SHOPPING, AND PREPARING AND SERVICING FOOD, (7) HOMEMAKING, WHICH DESCRIBES THE AIDE'S HOUSEKEEPING FUNCTIONS AND PRESENTS SUGGESTIONS FOR PERFORMING SPECIFIC TASKS, (8) SAFETY, WHICH COVERS SAFETY PRECAUTIONS AND PRESENTS FIRST AID AND EMERGENCY PROCEDURES, (9) AFTERTHOUGHTS, WHICH PRESENTS FURTHER INFORMATION ON CHRONIC ILLNESS AND AGING AND DISCUSSES THE AIDE'S APPROACH TO HER WORK, AND (10) WORDS, WHICH PROVIDES LISTS OF DEFINITIONS AND PRONUNCIATIONS AND ABBREVIATIONS FOR MEDICAL TERMS. NUMEROUS LINE DRAWINGS AND PHOTOGRAPHS ILLUSTRATE THE TEXT. (JK)

VT 006 257
SAMPLE LESSON PLANS FOR THE BEGINNING INSTRUCTOR IN RADIOLOGIC TECHNOLOGY .

AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS, FOND DU LAC, WISCONSIN
AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS, 537 SOUTH MAIN STREET, FOND DU LAC, WISCONSIN 54935
PUB DATE - ND 20P.

DESCRIPTORS - *LESSON PLANS; COURSE DESCRIPTIONS; *CURRICULUM GUIDES; *RADIOLOGIC TECHNOLOGISTS; *RADIOGRAPHERS; *HEALTH OCCUPATIONS EDUCATION; TECHNICAL EDUCATION; INSERVICE TEACHER EDUCATION

ABSTRACT - CURRICULUM CONTENT IS OUTLINED FOR THREE COURSES: PRINCIPLES OF RADIOGRAPHIC EXPOSURE I, RADIOGRAPHIC POSITIONING OF THE OSSEOUS SYSTEM - SECTION A, AND RADIOGRAPHIC POSITIONING OF THE OSSEOUS SYSTEM - SECTION B. THE OUTLINES INCLUDE STATEMENTS OF COURSE OBJECTIVES, METHOD, REFERENCES, TOPICAL CONTENT OUTLINES, AND SUGGESTED TIME ALLOTMENTS. FOLLOWING EACH COURSE DESCRIPTION ARE SAMPLE LESSON PLANS. SUBJECTS OF THESE LESSON PLANS INCLUDE: (1) UTILIZING THE INFLUENCE OF INTENSIFYING AND FLUOROSCOPIC SCREENS ON X-RAY EXPOSURE, (2) DETERMINING THE FUNCTION OF FOCAL-FILM DISTANCE ON DENSITY, (3) UTILIZING INTENSIFYING SCREENS AND THEIR EFFECT ON IMAGE FORMATION, (4) POSITIONING THE HAND FOR VISUALIZATION, (5) POSITIONING FOR SPECIAL VIEWS OF THE SCAPHOID, CARPAL, CANAL, AND CORONOID PROCESS OF THE ELBOW, (6) POSITIONING FOR SPECIAL VIEWS OF THE RADIAL HEAD AND ERECT AND LATERAL PROJECTIONS OF THE ELBOW AND HUMERUS, AND (7) EXAMINATION OF FRACTURES WHERE THERE IS LIMITATION OF MOTION. (JK)

VT 006 698 ED 024 803
HEALTH MANPOWER: ACTION TO MEET COMMUNITY NEEDS. REPORT OF THE TASK FORCE ON HEALTH MANPOWER.

NATIONAL COMMISSION ON COMMUNITY HEALTH SERVICES, WASHINGTON, D.C.
PUB DATE - 67 169P.

DESCRIPTORS - *HEALTH PERSONNEL; EMPLOYMENT STATISTICS; EMPLOYMENT PROJECTIONS; *MANPOWER NEEDS; *HEALTH OCCUPATIONS EDUCATION; PROFESSIONAL EDUCATION; *MANPOWER UTILIZATION; *RECRUITMENT; HEALTH SERVICES; EMPLOYMENT TRENDS

ABSTRACT - IN 1963, THE NATIONAL COMMISSION ON COMMUNITY HEALTH SERVICES APPOINTED THE TASK FORCE ON HEALTH MANPOWER TO ASSESS COMMUNITY HEALTH NEEDS, TO EVALUATE METHODS OF RECRUITING, EDUCATING, DEVELOPING, MOTIVATING AND UTILIZING MANPOWER, AND TO RECOMMEND WAYS TO ASSURE AVAILABILITY AND OPTIMAL UTILIZATION OF MANPOWER BASED UPON COMMUNITY HEALTH NEEDS. TWENTY-THREE RECOMMENDATIONS OF THE TASK FORCE INCLUDE: (1) GOVERNMENTAL INITIATIVE IN COOPERATIVE PLANNING AMONG GOVERNMENTAL AND VOLUNTARY AGENCIES, (2) INNOVATIONS TO INCREASE PRODUCTIVITY OF HIGHLY SKILLED PERSONNEL, (3) ASSUMPTION OF RESPONSIBILITY BY THE PUBLIC HEALTH SERVICE FOR COLLECTING AND REPORTING MANPOWER DATA ON A NATIONWIDE BASIS, (4) INCREASING THE NUMBERS OF EXISTING AND NEW KINDS OF ALLIED AND AUXILIARY PERSONNEL AND EXPANDING AND DEVELOPING THEIR ROLES, (5) ESTABLISHING NATIONAL MINIMUM REQUIREMENTS FOR THE LICENSURE OF HEALTH PERSONNEL, (6) RECRUITING FROM GROUPS WHICH HAVE NOT BEEN FULLY TAPPED SUCH AS MINORITY GROUPS AND TECHNOLOGICALLY DISPLACED WORKERS, (7) EXPANDING HEALTH OCCUPATIONS PROGRAMS IN 2-YEAR COLLEGES, (8) EMPHASIZING THE PREPARATION OF PERSONNEL QUALIFIED IN ADMINISTRATION IN SCHOOLS OF PUBLIC HEALTH, AND (9) AUGMENTING FEDERAL SUPPORT TO STIMULATE FUNDING FROM OTHER SOURCES, INCLUDING THE PRIVATE SECTOR. (JK)

VT 006 921
STAFF DEVELOPMENT: MOTIVATION AND STIMULATION OF EMPLOYEES, INSTRUCTIONAL OUTLINE.

PENNSYLVANIA STATE UNIV., UNIVERSITY PARK. DEPT. OF NURSING
PUB DATE - 68 21P.

DESCRIPTORS - *COURSE DESCRIPTIONS; *INSERVICE COURSES; *NURSING; COURSE EVALUATION; *SUPERVISION; *SUPERVISORY METHODS; HEALTH PERSONNEL

ABSTRACT - DESIGNED TO ASSIST SUPERVISORY NURSING PERSONNEL TO DEVELOP SKILLS AND UNDERSTANDING IN PREPARING AND MAINTAINING A COMPETENT STAFF, THE 5-DAY COURSE HAS THE SPECIFIC OBJECTIVES OF (1) DEVELOPING TECHNIQUES THAT CAN MOTIVATE AND STIMULATE WORKERS, (2) UNDERSTANDING THE PROCESS OF CHANGE AND ITS EFFECT ON BEHAVIOR, (3) UNDERSTANDING THE FACTORS THAT PRODUCE AND SUSTAIN DESIRABLE BEHAVIOR IN EMPLOYEES AND (4) UNDERSTANDING HOW SUPERVISORY ROLES CAN AFFECT THE QUALITATIVE PERFORMANCE OF EMPLOYEES. GENERAL TOPICS OUTLINED INCLUDE "WHAT MOTIVATES EMPLOYEES?", "CONTRIBUTING FACTORS IN WORK SATISFACTION," "THE PROCESS OF CHANGE," "LEARNING ABOUT YOUR EMPLOYEES THROUGH INTERVIEW," "THE ROLE OF STAFF DEVELOPMENT IN EFFECTING BETTER NURSING CARE:

PROMOTING WORK SATISFACTION," "UTILIZING THE POTENTIAL OF YOUR STAFF EFFECTIVELY," "COUNSELLING EMPLOYEES TO ADJUST ON THE JOB--A SUPERVISORY RESPONSIBILITY," "HANDLING GRIEVANCES AND COMPLAINTS OF NURSING PERSONNEL," "THE SUPERVISOR IN LABOR MANAGEMENT FUNCTIONS," AND "THE NURSING SUPERVISOR'S ROLE IN MAINTAINING DISCIPLINE." GROUP TASKS AND OTHER INSTRUCTIONAL METHODS ARE SUGGESTED AND RELATED FILMS ARE LISTED. A DETAILED COURSE EVALUATION BY THE PARTICIPANTS IS INCLUDED. (JK)

VT 007 198 ED 027 386
A GUIDE FOR ATTENDANT TRAINING IN INSTITUTIONS FOR THE MENTALLY RETARDED .

NEW JERSEY STATE DEPT. OF INSTITUTIONS AND AGENCIES, TRENTON. DIV. OF MENTAL RETARDATION
PUBLIC HEALTH SERVICE (DHEW), WASHINGTON, D.C.
GRANT-OM-838
PUB DATE - ND 112P.

DESCRIPTORS - *MENTALLY HANDICAPPED; MENTAL RETARDATION; *ATTENDANT TRAINING; LESSON PLANS; *PROGRAM DEVELOPMENT; *TEACHING GUIDES; TEACHING METHODS; CURRICULUM

ABSTRACT - THE GUIDE IS INTENDED AS A STIMULUS FOR THE ESTABLISHMENT OF TRAINING PROGRAMS FOR NEWLY EMPLOYED ATTENDANTS AND AS AN AID TO THE DEVELOPMENT OF ON-GOING IN-SERVICE TRAINING. THE INSTRUCTOR SHOULD SELECT THOSE SUBJECT AREAS WHICH MEET THE NEEDS OF THE INSTITUTION AND ITS RESIDENTS. IT IS EXPECTED THAT ADDITIONS AND DELETIONS WILL BE MADE. THE BODY OF THE MANUAL IS AN OUTLINE WHICH INDICATES THE TOPIC AND PURPOSE FOR EACH LESSON AND PRESENTS IN PARALLEL COLUMNS SUGGESTED CONTENT, TEACHING METHODS AND AIDS, AND READING REFERENCES IN RELATION TO EACH SUB-TOPIC. LESSON TOPICS INCLUDE: (1) BACKGROUND ON MENTAL RETARDATION, (2) GROWTH AND DEVELOPMENT, (3) SOCIAL EMOTIONAL NEEDS, (4) HOUSEKEEPING IN THE COTTAGE, (5) SAFETY, (6) CIVIL DEFENSE, (7) TRAINING, FEEDING, AND CLOTHING THE RESIDENT, (8) PERSONAL HEALTH AND HYGIENE, (9) NURSING CARE, (10) COMMON DISEASES AND CONDITIONS, (11) BODY MECHANICS, (12) LEISURE TIME, (13) SEX EDUCATION, (14) RELIGION, (15) DISCIPLINE, (16) REFERRING PROBLEMS, (17) AND THE RESPONSIBILITY OF THE ATTENDANT TO THE PATIENT. THE APPENDIX INCLUDES A GLOSSARY, BIBLIOGRAPHY, FILM LIST, AND LIST OF AGENCIES FROM WHICH RESOURCE MATERIALS MAY BE OBTAINED. (JK)

VT 007 224
BROCHURE OF NLN ACHIEVEMENT TESTS FOR SCHOOLS OF NURSING.

NATIONAL LEAGUE FOR NURSING, NEW YORK, N.Y.
PUB DATE - FEB68 24P.

DESCRIPTORS - *TESTING PROGRAMS; *ACHIEVEMENT TESTS; PROFESSIONAL EDUCATION; HEALTH OCCUPATIONS EDUCATION; *NURSING; EQUIVALENCY TESTS
IDENTIFIERS - *NATIONAL LEAGUE FOR NURSING

ABSTRACT - GENERAL INFORMATION ON AVAILABILITY, SCOPE OF SERVICES, RESTRICTIONS, ADMINISTRATION, PROCEDURES FOR ORDERING AND BILLING, AND REPORTS OF TEST RESULTS BY THE NATIONAL LEAGUE FOR NURSING ARE DESCRIBED IN THE FIRST PART OF THE BROCHURE. THE SECOND SECTION DESCRIBES 10 BASIC TESTS TO BE GIVEN AT COMPLETION OF THE RESPECTIVE COURSE OF MAJOR LEARNING EXPERIENCES IN THE PARTICULAR AREA. THESE TESTS ARE IN CHEMISTRY, MEDICAL-SURGICAL NURSING, MICRO-BIOLOGY, NORMAL NUTRITION, NURSING OF CHILDREN, OBSTETRIC NURSING, PHARMACOLOGY, PSYCHIATRIC NURSING, PUBLIC HEALTH NURSING (FOR BACCALAUREATE PROGRAMS ONLY), AND ANATOMY AND PHYSIOLOGY. ALSO DESCRIBED FOR USE CLOSE TO GRADUATION ARE EIGHT COMPREHENSIVE TESTS TO COMMUNICABLE DISEASE NURSING, DIET THERAPY AND APPLIED NUTRITION; DISASTER NURSING; MATERNITY AND CHILD NURSING; MEDICAL-SURGICAL NURSING, PARTS I AND II; NATURAL SCIENCES IN NURSING; AND PHARMACOLOGY IN CLINICAL NURSING. ALSO DESCRIBED ARE COMPREHENSIVE TEST FOR BACCALAUREATE PROGRAMS IN APPLIED NATURAL SCIENCES, MATERNAL-CHILD NURSING, AND MEDICAL-SURGICAL NURSING. TEST DESCRIPTIONS INCLUDE NORMATIVE DATA AND SAMPLE QUESTIONS. (JK)

VT 007 337
MCGLYNN, JOHN F.
VISUAL AIDS FOR TEACHING X-RAY TECHNOLOGY.

AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS, FOND DU LAC, WIS.
AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS, 645 NORTH MICHIGAN AVENUE, CHICAGO, ILLINOIS 60611 ($2.15).
PUB DATE - ND 50P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; PHOTOGRAPHY; EXHIBITS; TRANSPARENCIES; *RADIOLOGIC TECHNOLOGISTS; *AUDIOVISUAL AIDS; INSTRUCTIONAL MATERIALS; REFRESHER COURSES; SLIDES; *MATERIAL DEVELOPMENT

ABSTRACT - BASIC INFORMATION ABOUT VISUAL AIDS INCLUDING STEP-BY-STEP INSTRUCTIONS FOR THEIR PRODUCTION IS PRESENTED. THE FIRST CHAPTER LISTS BASIC MATERIALS, WITH INDICATIONS OF THEIR COSTS, AND PRESENTS INSTRUCTIONS FOR THE APPLICATION OF ADHESIVE BACKED TYPE AND FOR THE PREPARATION OF FLAT ARTWORK FOR POSTERS, SLIDE COPY, OR OTHER KINDS OF REPRODUCTION. THE SECOND CHAPTER DEALS WITH PREPARING SLIDES AND COPYING FLAT ARTWORK AND RADIOGRAPHS FOR 35 MILLIMETER SLIDES. THE THIRD CHAPTER DEALS WITH MECHANICAL VISUAL MATERIALS INCLUDING MODELS, FLIP CHARTS, AND SILHOUETTES. THE FOURTH CHAPTER DISCUSSES INEXPENSIVE TECHNICAL PHOTOGRAPHY AND OVERHEAD PROJECTION. THE FINAL CHAPTER PRESENTS GUIDELINES FOR EFFECTIVE X-RAY EXHIBITS. (JK)

VT 007 346
FILMS FOR USE IN PREPARING FOR NURSING IN EMERGENCY HEALTH PREPAREDNESS AND NATIONAL DEFENSE .

AMERICAN NURSES' ASSOCIATION, NEW YORK, N.Y.
PUB DATE - 68 9P.

DESCRIPTORS - *FILMS; *RESOURCE MATERIALS;

HEALTH OCCUPATIONS EDUCATION; *ANNOTATED BIBLIOGRAPHIES; *NURSING; DIRECTORIES; PROFESSIONAL EDUCATION; *CIVIL DEFENSE

ABSTRACT - TWENTY-FIVE FILMS SELECTED FOR USE IN PLANNING EDUCATIONAL PROGRAMS ON NURSING IN EMERGENCY SITUATIONS AND AVAILABLE FROM THE AIR FORCE, ARMY, NAVY, OR VETERAN'S ADMINISTRATION ARE DESCRIBED WITH SOURCES INDICATED. NURSE INSTRUCTORS ARE ADVISED OF THE NEED TO BE AWARE OF LAWS RELATED TO THE FUNCTIONING OF HEALTH PERSONNEL IN TIME OF A WARE EMERGENCY. ALSO INCLUDED IS A LISTING OF 11 FILM CATALOGS OF INTEREST TO NURSE INSTRUCTORS WITH PRICES AND SOURCES. (JK)

VT 007 820 ED 029 955
SMITH, ELIZABETH M.
PRACTICAL NURSING EDUCATION. A GUIDE FOR TEACHING BASIC CONCEPTS AND SKILLS IN THE USE OF DRUGS. PAMPHLET NUMBER 4.

NATIONAL ASSOCIATION FOR PRACTICAL NURSE EDUCATION AND SERVICE, INC., NEW YORK, N.Y.
NATIONAL ASSOCIATION FOR PRACTICAL NURSE EDUCATION AND SERVICE, INC., 535 FIFTH AVENUE, NEW YORK, N.Y. 10017 ($1.50).
PUB DATE - 67 27P.

DESCRIPTORS - *PRACTICAL NURSING; *CURRICULUM GUIDES; *DRUG THERAPY; PRACTICAL NURSES; *HEALTH OCCUPATIONS EDUCATION; COURSE CONTENT; MEDICAL TREATMENT; COURSE ORGANIZATION

ABSTRACT - INTENDED TO ASSIST TEACHERS IN EITHER BASIC OR CONTINUING EDUCATION PROGRAMS TO CONVEY KNOWLEDGE, TECHNIQUES, AND ATTITUDES PERTAINING TO DRUGS, THE PAMPHLET OUTLINES INSTRUCTION WHICH IS ESTIMATED TO REQUIRE 70 TO 100 HOURS OF WHICH 50 TO 80 SHOULD BE SCHEDULED FOR CLASSROOM WORK AND 20 HOURS FOR CLINICAL WORK. THREE UNITS CONTAINING CONCEPTS FUNDAMENTAL TO THE USE OF DRUGS SHOULD BE PRESENTED EARLY IN THE PROGRAM IN ASSOCIATION WITH SOME SUPERVISED CLINICAL EXPERIENCES. THE REMAINING UNITS CONCERN CONCEPTS FOR THE USE OF SPECIFIC DRUGS SUCH AS DISINFECTANTS, AND DRUGS THAT AFFECT THE SKIN AND MUCOUS MEMBRANE AND DRUGS THAT AFFECT THE CIRCULATORY SYSTEM AND THE BLOOD, THE RESPIRATORY SYSTEM, THE GASTROINTESTINAL SYSTEM, THE URINARY SYSTEM, THE NERVOUS SYSTEM, AND THE ENDOCRINE AND REPRODUCTION SYSTEMS, AND SHOULD BE CORRELATED WITH TEACHING IN THE CLINICAL AREA AND SUPERVISED EXPERIENCES WITH PATIENTS. EACH UNIT OUTLINE INCLUDES TIME ALLOTMENT, OBJECTIVES, SUBJECTS FOR DISCUSSION, AND SUGGESTED TEACHING METHODS. INCLUDED ARE A BIBLIOGRAPHY AND A LIST OF PHARMACEUTICAL COMPANIES FROM WHICH TEACHING MATERIALS ARE AVAILABLE. (JK)

VT 007 908 ED 028 275
HICKS, FLORENCE
NEW CAREERS: THE COMMUNITY/HOME HEALTH AIDE TRAINEE'S MANUAL .

UNIVERSITY RESEARCH CORP., WASHINGTON, D.C.
INFORMATION CLEARINGHOUSE ON NEW CAREERS
MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C. BUREAU OF WORK-TRAINING PROGRAMS
INFORMATION CLEARINGHOUSE ON NEW CAREERS, NATIONAL INSTITUTE FOR NEW CAREERS, UNIVERSITY RESEARCH CORPORATION, 4301 CONNECTICUT AVENUE, N.W., WASHINGTON, D.C. 20015 ($3.00).
PUB DATE - OCT68 210P.

DESCRIPTORS - *COMMUNITY HEALTH SERVICES; *SUBPROFESSIONALS; *STUDY GUIDES; WORKBOOKS
IDENTIFIERS - *NEW CAREERS PROGRAMS; COMMUNITY HOME HEALTH AIDE

ABSTRACT - INTENDED FOR TRAINEE USE, THE MANUAL IS IN NOTEBOOK FORMAT WITH A CURRICULUM CORRESPONDING TO THE TRAINERS' MANUAL (VT 007 909), A RELATED DOCUMENT. PART I, BASIC HEALTH CURRICULUM, DEALS WITH (1) THE ROLES OF HEALTH SERVICE AIDES, (2) BIOLOGICAL POTENTIAL AND EQUILIBRIUM, (3) PROFESSIONALS IN THE HEALTH FIELD, (4) PUBLIC HEALTH ADMINISTRATION, (5) THE HUMAN BODY, (6) CONCEPTION AND GESTATIONAL DEVELOPMENT, (7) GROWTH AND DEVELOPMENT, (8) NUTRITION, (9) ACCIDENTS, (10) EPIDEMIOLOGY, (11) CHRONIC DISEASES, (12) INFECTIOUS DISEASES, (13) FIRST AID, (14) INTERVIEWING SKILLS, (15) RECORDING SKILLS, AND (16) EVALUATION. PART II, HOME HEALTH AIDE SPECIALITY CURRICULUM, DEALS WITH (1) THE PATIENT, (2) THE TOTAL CARE PLAN AND THE HOME HEALTH AIDE CARE PLAN, (3) BEDSIDE CARE, (4) RANGE OF MOTION EXERCISES, (5) HOUSEKEEPING PRACTICES, AND (6) INFANT CARE. PART III, COMMUNITY HEALTH AIDE SPECIALTY CURRICULUM, COVERS (1) THE FAMILY, (2) FAMILY HEALTH NEEDS, (3) COMMUNITY HEALTH PROBLEMS AND NEEDS, (4) COMMUNITY RESOURCES, (5) ENVIRONMENTAL HEALTH AND HOME SANITATION, (6) REFERRALS, (7) ELIGIBILITY REQUIREMENTS FOR COMMUNITY HEALTH PROGRAMS, (8) ASSISTING PATIENTS TO COMMUNITY HEALTH SERVICES, (9) CARE OF OTHER FAMILY MEMBERS, (10) INTERDISCIPLINARY CONFERENCES, (11) COMMUNITY ORGANIZATION, (12) GROUP TEACHING, AND (13) WORKING WITH OTHER PERSONS IN THE HELPING ROLE. (JK)

VT 007 909 ED 027 421
NEW CAREERS: THE COMMUNITY/HOME HEALTH AIDE TRAINER'S MANUAL .

UNIVERSITY RESEARCH CORP., WASHINGTON, D.C.
INFORMATION CLEARINGHOUSE ON NEW CAREERS
MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C. BUREAU OF WORK-TRAINING PROGRAMS
PUB DATE - OCT68 192P.

DESCRIPTORS - *COMMUNITY HEALTH SERVICES; *SUBPROFESSIONALS; *TEACHING GUIDES; ADMINISTRATOR GUIDES; PROGRAM DEVELOPMENT; COURSE CONTENT; *PROGRAM GUIDES; EDUCATIONAL OBJECTIVES; LEARNING ACTIVITIES
IDENTIFIERS - *NEW CAREERS PROGRAMS; COMMUNITY HOME HEALTH AIDE

ABSTRACT - THE MANUAL IS DESIGNED TO BE USED IN TRAINING SOCIALLY DISADVANTAGED PERSONS WHO HAVE HAD NO PREVIOUS JOB EXPERIENCE IN THE HEALTH FIELDS AND WHO MAY HAVE ONLY A FIFTH GRADE READING ABILITY TO FUNCTION AS (1) COMMUNITY HEALTH AIDES WHO PRESENT INFORMATION RECEIVED FROM A QUALIFIED SOURCE IN LAYMEN'S LANGUAGE AND IN GENERAL ASSUME THE "EXPEDITER" ROLE AS A LINK BETWEEN THE

CLIENT AND THE COMMUNITY'S PROFESSIONAL HEALTH RESOURCES, AND (2) HOME HEALTH AIDES WHO FUNCTION MAINLY TO PROVIDE PERSONAL CARE IN THE HOME. THE FIRST THREE CHAPTERS INTRODUCE THE TRAINER TO THE PROGRAM AND PROVIDE SUGGESTIONS FOR PRESENTING AND IMPLEMENTING THE TRAINING PROGRAM. THE FOURTH CHAPTER OUTLINES A BASIC CURRICULUM FOR ALL HEALTH SERVICE TRAINEES. THE FIFTH AND SIXTH OUTLINE THE SPECIALTY SKILL CURRICULUMS FOR HOME HEALTH AIDES AND COMMUNITY HEALTH AIDES RESPECTIVELY. IT IS EXPECTED THAT THE CONTENTS WILL BE REFINED AND EXPANDED TO MEET LOCAL NEEDS. (JK)

VT 007 956
KNOEDLER, EVELYN L.
MANUAL FOR THE NURSE'S AIDE.

DELMAR PUBLISHERS INC., MOUNTAINVIEW AVENUE, ALBANY, NEW YORK 12205.
PUB DATE - 68 109P.

DESCRIPTORS - *TEXTBOOKS; *HEALTH OCCUPATIONS EDUCATION; *NURSES AIDES; OCCUPATIONAL INFORMATION; *JOB SKILLS; INSERVICE EDUCATION; ILLUSTRATIONS

ABSTRACT - THIS MANUAL IS FOR USE BY NURSE AIDE TRAINEES. IT WAS DEVELOPED BY A PROFESSIONAL NURSE WITH A BACKGROUND IN TRAINING AUXILIARY PERSONNEL. THE FIRST SECTION DEALS WITH ATTITUDES, RELATIONSHIPS, AND BASIC SKILLS. BASIC PROCEDURES INCLUDE: (1) HANDWASHING, (2) CARING FOR HOSPITAL EQUIPMENT, (3) CLEANING A PATIENT UNIT, (4) BEDMAKING, (5) ADMITTING A PATIENT, (6) CARING FOR THE PATIENT'S VALUABLES, (7) DRESSING AND UNDRESSING THE PATIENT, (8) FEEDING THE HELPLESS PATIENT, (9) GIVING THE BEDPAN AND URINAL, (10) COLLECTING URINE SPECIMENS, (11) MOVING AND TURNING THE PATIENT, (12) PREPARING THE PATIENT FOR SURGERY, (13) CARING FOR THE MOUTH AND TEETH, (14) CARING FOR THE HAIR AND SCALP, (15) GIVING A BACK RUB, AND (16) CARING FOR THE HANDS AND FEET. THE SECOND SECTION COVERS ADVANCED PROCEDURES INCLUDING: (1) GIVING A BED BATH, (2) ASSISTING WITH A SHOWER, (3) GIVING A SITZ BATH, (4) INSERTING A RECTAL TUBE, (5) GIVING A CLEANSING ENEMA, (6) GIVING AN OIL RETENTION ENEMA, (7) APPLYING BINDERS, (8) RESTRAINING A PATIENT, (9) TAKING TEMPERATURE, PULSE, AND RESPIRATION, (10) PREVENTING AND TREATING DECUBITUS, (11) APPLYING A BED CRADLE, AND (12) CARING FOR THE BODY AFTER DEATH. (JK)

VT 007 957
ARTS, ELIZABETH MARY
MEDICAL OFFICE ASSISTANT.

DELMAR PUBLISHERS, INC., MOUNTAINVIEW AVENUE, ALBANY, NEW YORK 12205.
PUB DATE - APR68 358P.

DESCRIPTORS - *TEXTBOOKS; *WORKBOOKS; *HEALTH OCCUPATIONS EDUCATION; *MEDICAL ASSISTANTS

ABSTRACT - THE MEDICAL ASSISTANT WORKS WITH THE PHYSICIAN IN HIS OFFICE, ASSISTING HIM BY PERFORMING RECEPTIONIST, SECRETARIAL, NURSING, AND LABORATORY DUTIES. UNIT TOPICS INCLUDED IN THE TEXT-WORKBOOK ARE: (1) GENERAL CAREER INFORMATION, (2) OFFICE HOUSEKEEPING, (3) PATIENTS' RECORDS, (4) PHYSICAL EXAMINATIONS AND OFFICE ASSISTING TECHNIQUES, (5) STERILIZATION TECHNIQUES, (6) ASSISTANCE TO THE SPECIALIST, (7) LABORATORY TECHNIQUES, AND (8) DIAGNOSTIC TESTS. EACH UNIT BEGINS WITH A LISTING OF OBJECTIVES AND ENDS WITH SUGGESTED ACTIVITIES, ASSIGNMENTS, AND AN ACHIEVEMENT REVIEW. A STUDENT REFERENCE LIST IS PRESENTED. APPENDIXES INCLUDE SECTIONS ON MEDICAL VOCABULARY AND THE PREPARATION OF SOLUTIONS, STAINS, AND BACTERIOLOGICAL MATERIALS. VT 007 958, "MEDICAL OFFICE ASSISTANT. INSTRUCTOR'S GUIDE," IS A RELATED DOCUMENT. (JK)

VT 007 958
ARTS, ELIZABETH MARY
MEDICAL OFFICE ASSISTANT. INSTRUCTOR'S GUIDE.

DELMAR PUBLISHERS INC., MOUNTAINVIEW AVENUE, ALBANY, NEW YORK 12205.
PUB DATE - APR68 54P.

DESCRIPTORS - *ANSWER KEYS; *HEALTH OCCUPATIONS EDUCATION; *MEDICAL ASSISTANTS

ABSTRACT - KEYED TO VT 007 957, THIS GUIDE PROVIDES RESPONSES TO ASSIGNMENTS AND ACHIEVEMENT REVIEWS. A LISTING OF SUGGESTED REFERENCES FOR THE INSTRUCTOR IS ALSO INCLUDED. (JK)

VT 008 047
PETERS, H. IRENE; RICH, DOROTHY K.
INSTRUCTOR'S GUIDE FOR TEACHING NURSES' AIDES .

NEW HAMPSHIRE RESEARCH COORDINATING UNIT FOR VOCATIONAL-TECHNICAL EDUCATION, CONCORD
NEW HAMPSHIRE RESEARCH COORDINATING UNIT FOR VOCATINAL-TECHNICAL EDUCATION, STICKNEY AVENUE, CONCORD, NEW HAMPSHIRE (COPIES AVAILABLE WITHOUT CHARGE).
PUB DATE - 69 150P.

DESCRIPTORS - *TEACHING GUIDES; *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *NURSES AIDES; SECONDARY GRADES; ADULT VOCATIONAL EDUCATION; BIBLIOGRAPHIES; PATIENTS (PERSONS); *NURSING

ABSTRACT - THIS GUIDE FOR TEACHER USE IN BASIC, REFRESHER, OR CONTINUING INSERVICE PROGRAMS FOR NURSE AIDES IN NURSING HOMES AND HOSPITALS WAS PREPARED BY THE VOCATIONAL-TECHNICAL DIVISION OF THE NEW HAMPSHIRE DEPARTMENT OF EDUCATION AND THE AMERICAN RED CROSS OF MAINE, NEW HAMPSHIRE, AND VERMONT IN COOPERATION WITH THE NEW HAMPSHIRE DIVISION OF PUBLIC HEALTH BUREAU OF HOSPITAL SERVICES, AND THE NEW HAMPSHIRE ASSOCIATION OF LICENSED NURSING HOMES. IT WAS FIELD TESTED IN PILOT PROJECTS INVOLVING REGISTERED NURSES AND NURSE AIDES. TRAINING MAY TAKE PLACE IN HIGH SCHOOLS OR ADULT EDUCATION SETTINGS. TEACHERS SHOULD BE REGISTERED NURSES AND IT IS SUGGESTED THAT THEY SEEK ASSISTANCE FROM THE AMERICAN RED CROSS FOR INSTRUCTOR TRAINING. STUDENTS SHOULD HAVE A MINIMUM OF AN 8TH GRADE EDUCATION. PREFACED BY AN EXPLANATION OF THE 4-STEP TEACHING METHOD AND GENERAL

SUGGESTIONS FOR TEACHING, LESSON OUTLINES COVER THE FOLLOWING SUBJECT AREAS: (1) GENERAL INTRODUCTION, (2) RECOGNITION OF ILLNESS, (3) POSITIONING AND BODY MECHANICS, (4) PERSONAL SERVICES FOR THE BED PATIENT, (5) MOBILIZATION OF THE PATIENT, (6) CARE OF EQUIPMENT, (7) ADMISSION AND DISCHARGE, (8) MEDICATIONS AND SIMPLE TREATMENTS, (9) SPECIAL PROBLEMS IN NURSING CARE, AND (10) SPECIAL PROBLEMS OF THE AGED. THE TIME ALLOTMENT IS INCLUDED WITH EACH UNIT. (JK)

VT 008 056
CURRICULUM AND TEACHER'S SYLLABUS FOR SCHOOLS OF RADIOLOGIC TECHNOLOGY. A TEACHING GUIDE.

AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS, FOND DU LAC, WIS.
AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS, 645 NORTH MICHIGAN AVENUE, CHICAGO, ILLINOIS 60611 ($3.50).
PUB DATE - MAY67 134P.

DESCRIPTORS - *TEACHING GUIDES; *HEALTH OCCUPATIONS EDUCATION; *RADIOLOGIC TECHNOLOGISTS; TECHNICAL EDUCATION; POST SECONDARY EDUCATION; *CURRICULUM GUIDES; *COURSE DESCRIPTIONS

ABSTRACT - AS A SECOND EDITION THIS GUIDE IS FOR THE USE OF SCHOOL DIRECTORS AND TEACHERS IN CONNECTION WITH 2-YEAR POST HIGH SCHOOL PROGRAMS. IT IS ESTIMATED THAT MORE THAN 50 EDUCATORS--TECHNICIANS AND RADIOLOGISTS--COLLABORATED IN THE GUIDE'S DEVELOPMENT. THE UNDERTAKING WAS SPONSORED JOINTLY BY THE AMERICAN SOCIETY OF X-RAY TECHNICIANS AND THE COMMISSION OF TECHNICIAN AFFAIRS OF THE AMERICAN COLLEGE OF RADIOLOGY. MUCH OF THE SPADEWORK WAS DONE BY THE EDUCATION COMMITTEE OF THE AMERICAN SOCIETY OF X-RAY TECHNICIANS WITH THE ASSISTANCE OF THE GREATER ST. LOUIS EDUCATIONAL COUNCIL. THE COURSE IS DESIGNED TO BE PRESENTED IN APPROXIMATELY 400 TEACHING HOURS, INCLUDING LECTURES, DEMONSTRATIONS, DISCUSSIONS, SEMINARS, FILM CRITIQUES, AND REVIEW. PART I INCLUDES OUTLINES OF COURSES BELIEVED ESSENTIAL: ORIENTATION, ELEMENTARY RADIATION PROTECTION, PROFESSIONAL ETHICS, OFFICE PROCEDURES, ANATOMY AND PHYSIOLOGY, PHYSICS, DARKROOM CHEMISTRY AND TECHNIQUE, PRINCIPLES OF RADIOGRAPHIC EXPOSURE, RADIOGRAPHIC POSITIONING, MEDICAL TERMINOLOGY, RADIOGRAPHIC PROCEDURES USING CONTRAST MEDIA, NURSING PROCEDURES, PEDIATRIC RADIOGRAPHY, PROTECTION, SPECIAL PROCEDURES, TOPOGRAPHIC ANATOMY, RADIATION THERAPY, INTRAORAL RADIOGRAPHY, MEDICAL AND SURGICAL DISEASES, ADMINISTRATION, AND EQUIPMENT MAINTENANCE. PART II PRESENTS ELECTIVE COURSES. OUTLINES INCLUDE OBJECTIVES, TEACHING METHODS, CLOCK HOURS, PLACEMENT IN THE PROGRAM, INSTRUCTORS, CONTENT OUTLINE, AND RELATED REFERENCES. (JK)

VT 008 234 ED 029 131
A MODEL PROGRAM FOR DENTAL ASSISTING EDUCATION IN CALIFORNIA.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF INDUSTRIAL EDUCATION
CALIFORNIA UNIV., LOS ANGELES. DIV. OF VOCATIONAL EDUCATION
PUB DATE - 68 37P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *CURRICULUM GUIDES; *DENTAL ASSISTANTS; PROGRAM CONTENT; POST SECONDARY EDUCATION
IDENTIFIERS - CALIFORNIA

ABSTRACT - INTENDED TO PROVIDE ASSISTANCE FOR DEVELOPING NEW PROGRAMS AND IMPROVING EXISTING ONES, THE GUIDE WAS CONSTRUCTED BY DENTAL ASSISTING INSTRUCTORS AND OTHER PROFESSIONAL PARTICIPANTS IN A 1965 WORKSHOP CONFERENCE. ELEMENTS OF THE MODEL PROGRAM WERE DERIVED FROM A STATISTICAL ANALYSIS OF CALIFORNIA JUNIOR COLLEGE PROGRAMS IN DENTAL ASSISTING AND INCLUDE COURSES IN THE MAJOR AREA OF DENTAL ASSISTING, RELATED FIELDS, AND GENERAL EDUCATION. BEHAVIORAL OBJECTIVES AND CONTENT OUTLINES ARE PRESENTED FOR SEVEN SUBJECT MATTER FIELDS: (1) INTRODUCTION TO DENTAL ASSISTING, (2) BIO-DENTAL SCIENCES, (3) DENTAL MATERIALS, (4) PRACTICE ADMINISTRATION, (5) RADIOGRAPHY, (6) OPERATORY PROCEDURES, AND (7) LABORATORY PROCEDURES. OBJECTIVES AND CONTENT OUTLINES ARE ALSO INCLUDED FOR SUPERVISED CLINICAL EXPERIENCE. THE SEQUENCE OF INSTRUCTION IS CONSIDERED AN INDIVIDUAL SCHOOL PEROGATIVE. RECOMMENDATIONS INCLUDE: (1) THE PROGRAM SETTING OF A COLLEGIATE INSTITUTION AND THE CONFERRING OF AN ASSOCIATE DEGREE, (2) APPROXIMATELY EQUAL AMOUNTS OF GENERAL EDUCATION RELATED COURSES AND OF SPECIALIZED COURSES, (3) CLINICAL EXPERIENCE IN DENTAL SCHOOLS, CLINICS O R HOSPITALS, AND PRIVATE OFFICES, AND (4) APPOINTMENT OF AN ADVISORY COMMITTEE OF DENTISTS AND DENTAL ASSISTANTS. (JK)

VT 008 293
LEWIS, ARNOLD M., JR., ED.
IMMEDIATE CARE OF THE SICK AND INJURED; A COURSE GUIDE FOR THE INSTRUCTION OF PARA-MEDICAL PERSONNEL IN EMERGENCY MEDICAL PRACTICES BY PHYSICIANS.

KANSAS MEDICAL SOCIETY, INC., TOPEKA
SEDGWICK COUNTY MEDICAL SOCIETY, WICHITA, KAN.
PUBLIC HEALTH SERVICE (DHEW), WASHINGTON, D.C.
THE MEDICAL SOCIETY OF SEDGWICK COUNTY, 1102 SOUTH HILLSIDE, WICHITA, KANSAS 67211 ($1.25).
PUB DATE - 66 131P.

DESCRIPTORS - *HEALTH PERSONNEL; EMERGENCY PROGRAMS; *FIRST AID; *MEDICAL TREATMENT; *TEACHING GUIDES; *EMERGENCY SQUAD PERSONNEL; POLICE; FIRE FIGHTERS; ACCIDENTS; INJURIES

ABSTRACT - DEVELOPED AT THE STATE LEVEL BY A SUB-COMMITTEE APPOINTED BY THE KANSAS MEDICAL SOCIETY SAFETY COMMITTEE, THE GUIDE CONSISTS OF MATERIALS COMPILED FROM LECTURES PRESENTED AT IMMEDIATE CARE COURSES AND FROM SELECTED PRINTED SOURCES. IT IS INTENDED TO ASSIST PHYSICIANS IN INSTRUCTING PERSONNEL IN ADVANCED TECHNIQUES IN THE IMMEDIATE CARE OF THE SICK AND INJURED. THE INTRODUCTORY CHAPTER IS REPRINTED FROM "THE REPORT OF THE PRESIDENT'S COMMITTEE ON TRAFFIC SAFETY" (U.S. GOVERNMENT PRINTING OFFICE, 1965). OTHER CHAPTERS ARE: (1) TRANSPORTATION, (2)

RESPIRATION, (3) CIRCULATION, (4) HEART EMERGENCIES, (5) INJURIES, (6) FRACTURES, (7) POISONING, (8) THERMAL INJURIES, (9) DIABETIC EMERGENCIES, (10) EPILEPSY, (11) MENTAL DISTURBANCE, (12) EMERGENCY CHILDBIRTH, AND (13) LEGAL ASPECTS. PRESENTED IN APPENDIXES ARE GUIDELINES AND SUGGESTIONS FOR: (1) COURSE PLANNING, (2) USE OF FILMS, (3) DEMONSTRATIONS, (4) EQUIPMENT, AND (5) HANDOUTS. (JK)

VT 008 294
HOME NURSING; PROGRAMED INSTRUCTION. INSTRUCTOR'S MANUAL.

AMERICAN NATIONAL RED CROSS, NEW YORK, N.Y.
AMERICAN NATIONAL RED CROSS, 615 NORTH ST. ASAPH STREET, ALEXANDRIA, VIRGINIA 22314 ($1.50).
PUB DATE - NOV66 14P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *TEACHING GUIDES; *NURSING; HOMEBOUND; *PROGRAMED MATERIALS

ABSTRACT - THIS INSTRUCTOR'S MANUAL PROVIDES INFORMATION AND GUIDELINES FOR THE USE OF VT 008 295, THE STUDENT MANUAL, WHICH IS ALSO IN THIS ISSUE. THE COURSE WAS DEVELOPED COMMERCIALLY WITH THE ACTIVE INVOLVEMENT OF A RED CROSS CONSULTANT. IT WAS TESTED WITH BOTH HIGH SCHOOL STUDENTS AND HOUSEWIVES UNTIL SPECIFIC CRITERIA WERE ACHIEVED. IT IS INTENDED FOR USE BY ANYONE WITH AT LEAST SEVENTH GRADE READING LEVEL. TIME REQUIREMENT IS ESTIMATED AT ONE MINUTE FOR EACH OF THE 393 FRAMES. THE INSTRUCTOR'S ROLE IS TO ANSWER QUESTIONS, DEMONSTRATE SKILLS, ASSIST STUDENTS TO PRACTICE SKILLS, AND TO ELABORATE UPON SKILLS AND CONCEPTS OF PARTICULAR INTEREST AND VALUE TO THE GROUP. A BIBLIOGRAPHY ON PROGRAMED INSTRUCTION IS APPENDED. (JK)

VT 008 295
HOME NURSING; PROGRAMMED INSTRUCTION. STUDENT'S MANUAL.

AMERICAN NATIONAL RED CROSS, NEW YORK, N.Y. NURSING SERVICES
AMERICAN NATIONAL RED CROSS, 615 NORTH ST. ASAPH STREET, ALEXANDRIA, VIRGINIA 22314.
PUB DATE - NOV66 200P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *STUDY GUIDES; *NURSING; *HOMEBOUND; *PROGRAMED MATERIALS

ABSTRACT - A TOTAL OF 393 FRAMES ARE ORGANIZED AS FOLLOWS: LESSON I, MAINTAINING HEALTH COVERING (1) HEALTH HABITS, (2) DIET PLANNING, (3) HOME NURSING FUNDAMENTALS, (4) FEEDING THE HELPLESS PATIENT, AND (5) PREVENTION OF INFECTION SPREAD; LESSON II, RECOGNIZING ILLNESS, COVERING SIGN AND SYMPTOMS OF ILLNESS, THROAT INSPECTION, TEMPERATURE, PULSE, AND RESPIRATION, AND RECORD KEEPING; LESSON III, BODY MECHANICS, COVERING BODY POSTURE, AND TECHNIQUES FOR MOVING PATIENTS AND ASSISTING THEM TO MOVE; LESSON IV, PERSONAL SERVICES FOR THE BED PATIENT, COVERING MOUTH AND DENTURE CARE, BED BATH, BACK RUB, AND USE OF THE BEDPAN AND URINAL; LESSON V, BEDMAKING COVERING BEDMAKING TECHNIQUES, TECHNIQUES FOR THE PREVENTION OF INFECTION SPREAD, AND USE OF PROPER BODY MECHANICS; AND LESSON VI, MEDICINES AND SIMPLE TREATMENTS COVERING ADMINISTRATION AND RECORDING OF MEDICATIONS, TREATMENTS USING HEAT AND COLD, AND CARE OF MAJOR AND MINOR WOUNDS. THE INSTRUCTOR'S MANUAL IS VT 008 294, ALSO IN THIS ISSUE. (JK)

VT 008 321
REESE, DOROTHY ERICKSON
HOW TO BE A NURSE'S AIDE IN A NURSING HOME.

AMERICAN NURSING HOME ASSOCIATION, WASHINGTON, D.C.
AMERICAN NURSING HOME ASSOCIATION, 1346 CONNECTICUT AVENUE, N.W., WASHINGTON, D.C. ($2.50).
PUB DATE - ND 185P.

DESCRIPTORS - *STUDY GUIDES; *HEALTH OCCUPATIONS EDUCATION; *NURSES AIDES; *NURSING HOMES; *JOB SKILLS; ADULT VOCATIONAL EDUCATION; SELF EVALUATION; TEXTBOOKS

ABSTRACT - THIS STUDENT MANUAL IS DESIGNED TO BE USED IN CONJUNCTION WITH TEACHER DEMONSTRATIONS AND STUDENT PRACTICE. ONE INSTRUCTOR SHOULD SUPERVISE NO MORE THAN 10 AIDES. WHILE THE TIME REQUIRED WILL DEPEND UPON THE SIZE AND EDUCATIONAL BACKGROUND OF THE GROUP, IT IS ESTIMATED THAT IT WILL TAKE AT LEAST 60 HOURS FOR DEMONSTRATIONS AND PRACTICE. EACH LESSON INCLUDES THE THREE PARTS OF INTRODUCTION, WHAT I DO, AND HOW WELL DID I DO IT. THE 62 TOPICS ARE ORGANIZED UNDER THE HEADINGS: (1) INTRODUCTION, (2) FOOD AND FLUIDS, (3) MOVING PATIENTS, (4) ELIMINATION, (5) PERSONAL ACTIVITIES OF PATIENTS, (6) WAYS OF PROTECTING A PATIENT, (7) ADMISSION AND DISCHARGE, (8) CARE OF EQUIPMENT, (9) TEMPERATURE, PULSE, AND RESPIRATION, (10) SPECIAL PROBLEMS IN NURSING CARE, AND (11) APPLYING HEAT AND COLD. (JK)

VT 008 333 ED 029 138
PRE-SERVICE EDUCATION FOR NURSES' AIDES IN HOSPITALS, NURSING HOMES, HOME HEALTH AGENCIES.

COLORADO STATE DEPT. OF PUBLIC HEALTH, DENVER. NURSING SECTION
NURSING SECTION, COLORADO STATE DEPARTMENT OF HEALTH, 4210 EAST 11TH AVENUE, DENVER, COLORADO 80220 ($2.50).
PUB DATE - 67 148P.

DESCRIPTORS - *NURSES AIDES; CURRICULUM GUIDES; TEACHING GUIDES; ADMINISTRATOR GUIDES; *ADULT VOCATIONAL EDUCATION; *PROGRAM GUIDES; *HEALTH OCCUPATIONS EDUCATION; LESSON PLANS; PROGRAM EVALUATION; ACHIEVEMENT TESTS; *COMPANIONS (OCCUPATION)

ABSTRACT - THE GUIDE WAS DEVELOPED ON THE BASIS OF ADVICE FROM A WIDELY REPRESENTATIVE COMMITTEE APPOINTED BY THE COLORADO STATE DEPARTMENT OF PUBLIC HEALTH. THE MATERIALS WERE TESTED IN A COURSE IN AN URBAN CENTER AND A COURSE IN A RURAL CENTER. THE INITIAL PORTION OF THE MANUAL PRESENTS: (1)

GUIDELINES FOR ORGANIZING PREPARATORY NURSE AIDE COURSES, (2) GUIDELINES FOR ORIENTATION AND INSERVICE EDUCATION FOR AIDES WHO HAVE HAD PREPARATORY COURSES, AND (3) FORMS FOR STUDENT AND EMPLOYER EVALUATION OF THE COURSES. THE REMAINDER AND MAJOR PORTION OF THE GUIDE PRESENTS COURSE OUTLINES FOR THE BASIC COURSE FOR NURSE AIDES AND THE SUPPLEMENTARY COURSE FOR THOSE WHO ARE TO WORK AS HOME HEALTH AIDES. COURSE OUTLINES INCLUDE GUIDELINES FOR PREPARATION AND TEACHING EVALUATION, AND EXPERIENCE RECORD FORMS, JOB DESCRIPTIONS, AND LESSON PLANS. THE TIME ALLOTMENT FOR THE BASIC COURSE IS 180 HOURS AND FOR THE SUPPLEMENTARY COURSE 60 HOURS. (JK)

VT 008 375
AMES, KATHRYN G.
A CURRICULUM GUIDE TO PUBLIC HEALTH TRAINING FOR THE INDIAN LICENSED PRACTICAL NURSE.

PUBLIC HEALTH SERVICE (DHEW), WASHINGTON, D.C. DIV. OF INDIAN HEALTH
PUB DATE - JAN68 64P.

DESCRIPTORS - *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *NURSING; *PUBLIC HEALTH; *PRACTICAL NURSES; AMERICAN INDIANS

ABSTRACT - THIS SYLLABUS IS DESIGNED TO SERVE AS A GUIDE FOR THE TRAINING OF ANCILLARY PERSONNEL, PRIMARILY INDIAN LICENSED PRACTICAL NURSES, TO ASSIST IN PUBLIC HEALTH NURSING PROGRAMS. AREAS OF TRAINING ARE: (1) FIELD CLINIC ACTIVITIES, (2) SCHOOL HEALTH SERVICES, (3) HOME VISITING ACTIVITIES, (4) ADMINISTRATIVE DUTIES, AND (5) COMMUNITY ACTIVITIES. THE PHASES OF THE THREE-MONTH PROGRAM ARE: (1) ORIENTATION, 8 HOURS, (2) CLASSWORK, 116 HOURS, (3) FIELD OBSERVATION, 85 HOURS, (4) FIELD PRACTICE, 152 HOURS, AND (5) OTHER ACTIVITIES (CASE CONFERENCES, TEACHING PROJECT, CASE STUDY, ETC.), 120 HOURS. THE PROGRAM DIRECTOR AND FIELD SUPERVISOR SHOULD BE PROFESSIONAL PUBLIC HEALTH NURSES. FOUR STUDENTS, ALREADY LICENSED AS PRACTICAL NURSES ARE ADMITTED FOR TRAINING THREE TIMES EACH YEAR. IN ADDITION TO A CURRICULUM GUIDE, THE MANUAL INCLUDES SECTIONS ON STUDENT SELECTION, FIELD PRACTICE FACILITIES, STUDENT EVALUATION, AND PROGRAM EVALUATION. APPENDIXES INCLUDE: (1) A FAMILY CARE PLANNING SHEET, (2) A FIELD TRAINING EXPERIENCE RECORD, (3) A CASE STUDY CULTURE, (4) A STUDENT EVALUATION FORM, (5) PROGRAM EVALUATION FORMS, (6) A SAMPLE SCHEDULE OF PUBLIC HEALTH NURSING ACTIVITIES, AND (7) A SAMPLE SCHEDULE OF STUDENT ACTIVITIES. (JK)

VT 008 376
OWEN, F. CARRINGTON; HAWKINS, AMIE V.
CURRICULUM GUIDE OF THE ADVANCED PRACTICAL NURSE.

PUBLIC HEALTH SERVICE (DHEW), WASHINGTON, D.C. DIV. OF INDIAN HEALTH
PUBLIC HEALTH SERVICE INDIAN HOSPITAL, RAPID CITY, S.D.
U.S. PUBLIC HEALTH SERVICE, INDIAN HEALTH SERVICE, NURSING SERVICES BRANCH, 7915 EASTERN AVENUE, SILVER SPRING, MARYLAND 20910 (SINGLE COPIES AVAILABLE WITHOUT CHARGE).
PUB DATE - APR66 60P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *PRACTICAL NURSING; *INDIANS; PROGRAM DESCRIPTIONS; *CURRICULUM GUIDES; CLINICAL EXPERIENCE; *ADVANCED PROGRAMS; PROGRAM EVALUATION; STUDENT EVALUATION; STUDY GUIDES
IDENTIFIERS - PUBLIC HEALTH SERVICE INDIAN HOSPITALS; SOUTH DAKOTA

ABSTRACT - THE OBJECTIVES OF THE 3-MONTH PROGRAM WHICH UTILIZES THE INDIAN HOSPITALS IN RAPID CITY AND PINE RIDGE, SOUTH DAKOTA INCLUDE: (1) IMPROVEMENT IN QUALITY OF NURSING CARE, (2) PREPARATION OF INDIAN LICENSED PRACTICAL NURSES TO FUNCTION IN MORE ADVANCED AND SPECIALIZED AREAS OF PATIENT CARE, TO MEET CIVIL SERVICE COMMISSION REQUIREMENTS FOR PROMOTION TO THE NEXT HIGHEST GRADE LEVEL, AND (3) DEVELOPMENT BY THE PRACTICAL NURSE OF UNDERSTANDING NURSE AND PATIENT ATTITUDES AND BEHAVIOR. THE FIRST CLASS WAS ADMITTED IN 1963 AND THREE CLASSES ARE GRADUATED EACH YEAR. ENROLLMENT IS LIMITED TO 10 STUDENTS PER CLASS, AND A STUDENT MUST BE OF ONE-FOURTH DEGREE INDIAN BLOOD, A GRADUATE OF ONE OF THE THREE INDIAN PRACTICAL NURSING SCHOOLS, AND AN EMPLOYEE OF PHS INDIAN HOSPITAL. SEPARATE COURSES FOCUS UPON THE NURSING RESPONSIBILITIES RELATED TO: (1) LONG TERM ILLNESS, (2) ADMINISTRATION OF MEDICATIONS, (3) ACCIDENTS, (4) LONG TERM ILLNESS IN CHILDREN, (5) COMMUNITY HEALTH, (6) OBSTETRICS, (7) PEDIATRICS, AND (8) MEDICAL AND SURGICAL CONDITIONS. COURSE OUTLINES PRESENT OBJECTIVES, TOPICS OUTLINES, AND SUGGESTED REFERENCES, AUDIO-VISUAL AIDS, AND FIELD TRIPS. SAMPLE FORMS ARE APPENDED. (JK)

VT 008 418
GOWINGS, DAN D., ED.
AMBULANCE ATTENDANT TRAINING MANUAL.

PENNSYLVANIA STATE DEPT. OF HEALTH, HARRISBURG
PENNSYLVANIA DEPARTMENT OF HEALTH, POST OFFICE BOX 90, HARRISBURG, PENNSYLVANIA 17120 ($1.50).
PUB DATE - ND 123P.

DESCRIPTORS - *MANUALS; *EMERGENCY SQUAD PERSONNEL; *ADULT VOCATIONAL EDUCATION; *SUPPLEMENTARY TEXTBOOKS; MEDICAL TREATMENT; VOLUNTEERS; FIRST AID

ABSTRACT - THIS MANUAL IS INTENDED FOR USE BY PENNSYLVANIA AMBULANCE ATTENDANTS AND OTHER PARAMEDICAL PERSONNEL AS A TEXTBOOK FOR TRAINING COURSES IN EMERGENCY MEDICAL CARE. DEVELOPED BY THE PENNSYLVANIA MEDICAL SOCIETY, IT WAS TESTED THROUGH A PILOT PROJECT. CHAPTERS INCLUDE: (1) FIRST AID REVIEW, (2) RESUSCITATION AND CARE OF THE UNCONSCIOUS PATIENT, (3) EXTERNAL BLEEDING, (4) FRACTURES AND DISLOCATIONS, (5) SHOCK, (6) HEAD, CHEST, AND ABDOMINAL INJURIES, (7) HEART ATTACKS AND STROKES, (8) BURNS AND FROSTBITE, (9) OBSTETRICS, (10) COMMUNICABLE DISEASES, (11) POISONS (DRUG, CHEMICAL, AND FOOD), (12) PSYCHIATRIC AND OTHER UNRULY PATIENTS, (13) MISCELLANEOUS AMBULANCE CASES, (14) CORONER'S CASES--DEAD ON ARRIVAL, (15) EMERGENCY AMBULANCE CASES, (16) ATTITUDE AND

RECOGNITION, (17) AIR TRANSPORT OF THE INJURED, AND (18) COMMUNICATIONS AND MANAGEMENT OF MASS CASUALTIES. THE TEACHER SHOULD BE A PHYSICIAN AND STUDENTS SHOULD HAVE COMPLETED THE STANDARD AND ADVANCED RED CROSS FIRST AID COURSES. (JK)

VT 008 486 ED 031 565
WATER AND WASTEWATER TECHNOLOGY; A SUGGESTED 2-YEAR POST HIGH SCHOOL CURRICULUM.

DEPARTMENT OF THE INTERIOR, WASHINGTON, D.C.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
DIV. OF VOCATIONAL AND TECHNICAL EDUCATION
OE-80057
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (FS5.280:80057, $1.50).
PUB DATE - DEC68 141P.

DESCRIPTORS - *ENVIRONMENTAL TECHNICIANS; *WATER RESOURCES; *TECHNICAL EDUCATION; *PROGRAM GUIDES; *POST SECONDARY EDUCATION; HEALTH PERSONNEL; COURSE DESCRIPTIONS; EDUCATIONAL FACILITIES; EDUCATIONAL EQUIPMENT; PROGRAM COSTS; BIBLIOGRAPHIES; PROGRAM ADMINISTRATION; CURRICULUM; PROGRAM DEVELOPMENT; CURRICULUM GUIDES
IDENTIFIERS - *WATER AND WASTE WATER TECHNOLOGY

ABSTRACT - THIS CURRICULUM GUIDE WITH ACCOMPANYING COURSE OUTLINES WAS DEVELOPED BY TECHNICAL EDUCATION SPECIALISTS FOR TEACHER USE IN CONDUCTING COURSES OF INSTRUCTION FOR THE PREPARATION OF WATER AND WASTEWATER TECHNICIANS. THE CONTENT OBJECTIVES ARE TO PROVIDE STUDENTS WITH A BACKGROUND OF KNOWLEDGE IN THE DIVERSE AREAS OF APPLIED SANITATION WHICH RELATE TO WATER AND WASTEWATER: A FOUNDATION IN MICROBIOLOGY AND BASIC HYDRAULICS, SANITARY CHEMISTRY AND BIOLOGY, WATER SUPPLY AND WASTEWATER COLLECTION, WATER PURIFICATION, WASTEWATER TREATMENT, AND WATER POLLUTION CONTROL. THE MATERIAL IS TO BE USED OVER A 2-YEAR PERIOD OF SYSTEMATIC INSTRUCTION AT THE POST SECONDARY LEVEL OF EDUCATION. TEACHERS OF SANITATION SUBJECTS MUST HAVE SPECIAL COMPETENCIES DERIVED FROM TRAINING IN TECHNICAL SUBJECT MATTER, PRACTICE, AND INSTRUCTIONAL EXPERIENCE. STUDENTS SHOULD BE HIGH SCHOOL GRADUATES WITH REASONABLE MATURITY AND SERIOUSNESS OF PURPOSE AND WHOSE EDUCATIONAL BACKGROUNDS INCLUDE CHEMISTRY, PHYSICS, AND MATHEMATICS, INCLUDING ALGEBRA AND GEOMETRY. IN ADDITION TO A 265-ENTRY BIBLIOGRAPHY OF TEXT AND REFERENCES, INFORMATION ON TECHNICAL EDUCATION PROCEDURE, FACILITIES, EQUIPMENT AND COST, AND SCIENTIFIC AND TECHNICAL SOCIETIES IS INCLUDED. (CH)

VT 008 594
GRIFFIN, NOYCE L.
ELECTRONICS FOR HOSPITAL PATIENT CARE. PUBLIC HEALTH SERVICE NO. 930-D-25.

PUBLIC HEALTH SERVICE (DHEW), SILVER SPRINGS, MD. ARCHITECTURAL AND ENGINEERING BRANCH
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (PHS930-D-25, $.70).
PUB DATE - 68 74P.

DESCRIPTORS - *ELECTRONIC EQUIPMENT; *BIOMEDICAL EQUIPMENT; MEDICAL EVALUATION; *EQUIPMENT UTILIZATION; *HEALTH OCCUPATIONS EDUCATION; FACILITIES; MEDICAL SERVICES; BIBLIOGRAPHIES; MEDICAL RESEARCH; CLINICAL DIAGNOSIS; EQUIPMENT EVALUATION

ABSTRACT - A VARIETY OF ELECTRICAL AND ELECTRONIC DEVICES ARE BEING USED IN HOSPITALS, REHABILITATION CENTERS, AND CLINICAL LABORATORIES TO MONITOR AND ANALYZE FUNCTIONS OF THE HUMAN BODY. PART I OF THIS PUBLICATION PRESENTS BRIEF DESCRIPTIONS OF THE BASIC COMPONENTS OF ELECTRONIC AND RELATED ELECTRIC EQUIPMENT AND THEIR APPLICATIONS IN HOSPITALS FOR MONITORING OF PATIENTS AND FOR CERTAIN DIAGNOSTIC PROCEDURES. THE BASIC COMPONENTS OF MEDICAL ELECTRONIC EQUIPMENT DESCRIBED ARE THE SENSOR, ELECTRODE, TRANSDUCER, AMPLIFIER, AND RECEIVER. FURTHER DISCUSSION IS PROVIDED ON THE ELECTRIC POWER SUPPLY, GROUNDING, CARDIAC CATHETERIZATION, ELECTRONIC EQUIPMENT AND RADIATING SOURCES, AND THE ELECTROMAGNETIC SPECTRUM. PART II IS A REPORT OF A STUDY OF PRACTICES OF MONITORING PATIENTS' PHYSIOLOGICAL CONDITIONS MADE TO DETERMINE THE NEED FOR SUCH BIOMEDICAL MONITORING, ITS PRACTICAL ASPECTS, THE EXTENT TO WHICH THE NEED IS BEING MET, AND TO ASSEMBLE AND PUBLISH INFORMATION THAT MAY BE USEFUL IN PLANNING ELECTRONIC MONITORING FACILITIES. APPENDED MATERIALS INCLUDE: (1) A SELECTED LIST OF MEDICAL ELECTRONIC EQUIPMENT, (2) INFORMATION ON ELECTROMAGNETIC SHIELDING AND ELECTROMAGNETIC SPECTRUM, (3) PHOTOGRAPHIC ILLUSTRATIONS AND FLOOR PLANS FOR CARDIAC CATHETERIZATION AND INTENSIVE CARE NURSING FACILITIES, (4) EQUIPMENT LISTS FOR CRASH CARTS USED FOR CARDIAC AND GENERAL EMERGENCIES, AND (5) A BIBLIOGRAPHY OF REFERENCES ON MEDICAL ELECTRONIC EQUIPMENT. (HC)

VT 008 616
WILCOX, JANE
BLOOD PRESSURE MEASUREMENT. A PROGRAMED NOTEBOOK FOR NURSES. PUBLIC HEALTH SERVICE PUB-NO-1191.

NATIONAL INSTITUTES OF HEALTH (DHEW), BETHESDA, MD.
THE SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 ($.45).
PUB DATE - 64 72P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *PROFESSIONAL EDUCATION; *NURSING; *PROGRAMED UNITS; *CARDIOVASCULAR SYSTEM; UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - DESIGNED FOR THE USE OF NURSING STUDENTS IN PREPARATION FOR THE CLASS SESSION(S) ON BLOOD PRESSURE MEASUREMENT, THIS PROGRAMED NOTEBOOK IS ORGANIZED INTO THREE MAJOR PARTS: (1) BASIC CONCEPTS, (2) METHODS AND EQUIPMENT, (3) TECHNIQUES AND PROCEDURES. EACH PART INCLUDES AN INTRODUCTORY AND A REVIEW SET. STUDENTS ARE ENCOURAGED TO ENTER TOPICS ON WHICH THEY DESIRE FURTHER DISCUSSIONS IN THE SPACE

PROVIDED AT THE BACK OF THE BOOK. (JK)

VT 008 763
INDIAN HEALTH HOME NURSING COURSE; INSTRUCTOR'S GUIDE.

PUBLIC HEALTH SERVICE (DHEW), WASHINGTON, D.C. DIV. OF INDIAN HEALTH
PHS-PUB-1339
PUB DATE - DEC65 107P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; AMERICAN INDIANS; *TEACHING GUIDES; *PRACTICAL NURSING; *COMPANIONS (OCCUPATION); STUDENT PROJECTS; *JOB SKILLS; ADULT VOCATIONAL EDUCATION
IDENTIFIERS - *INDIAN HEALTH SERVICE; AMERICAN RED CROSS

ABSTRACT - THIS GUIDE IS FOR USE IN TEACHING A COURSE IN HOME NURSING TO INDIANS AND ALASKA NATIVES TO PREPARE THEM TO INSTRUCT OTHERS IN THE COMMUNITY ON NURSING TECHNIQUES. THE GUIDE IS AN ADAPTATION OF THE "AMERICAN RED CROSS HOME NURSING INSTRUCTOR'S GUIDE" AND RESULTED FROM A 1964 PILOT PROGRAM DEVELOPED ON THE WHITERIVER-FORT APACHE INDIAN RESERVATION IN ARIZONA. LESSONS INCLUDE SUCH SUBJECTS AS: (1) TAKING THE TEMPERATURE, PULSE, AND RESPIRATION, (2) KEEPING RECORDS, (3) MAKING AN EMPTY BED, (4) BATHING THE PATIENT, (5) APPLYING PRINCIPLES OF GOOD POSTURE FOR THE NURSE AND PATIENT, (6) FOLLOWING DOCTOR'S ORDERS, (7) ASSISTING THE PATIENT TO SIT UP AND GET OUT OF BED, (8) APPLYING PRINCIPLES OF NUTRITION, PREPARING FOODS, AND FEEDING THE PATIENT, (9) GIVING MEDICINES, (10) USING THE BED PAN, HOT WATER BAG, AND ICE BAG, (11) APPLYING HOT-WET PACKS, (12) GIVING MOUTH CARE, (13) BATHING THE BABY AND (14) CARING FOR THE BABY'S BOTTLE. THE TEACHER OF THE INITIAL TRAINING COURSE SHOULD BE A RED CROSS INSTRUCTOR OR A PUBLIC HEALTH NURSE. COURSE LENGTH IS APPROXIMATELY 60 HOURS AND EACH LESSON REQUIRES ABOUT 3 HOURS. CONSIDERABLE FLEXIBILITY, HOWEVER, SHOULD BE ASSUMED IN RELATION TO SCHEDULING CLASS HOURS WHICH SHOULD DEPEND UPON THE NEEDS AND OTHER RESPONSIBILITIES OF THE GROUP. (JK)

VT 008 791 ED 030 744
DENTAL ASSISTANT TRAINING: STANDARD COURSE OUTLINE.

PUBLIC HEALTH SERVICE (DHEW), WASHINGTON, D.C. DIV. OF INDIAN HEALTH
PUB DATE - MAY68 51P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *DENTAL ASSISTANTS; *CURRICULUM GUIDES; *AMERICAN INDIANS

ABSTRACT - DENTAL ASSISTANT PROGRAMS AT INTERMOUNTAIN SCHOOL-PUBLIC HEALTH SERVICE (PHS) INDIAN HEALTH CENTER, BRIGHAM CITY, UTAH; PHS HEALTH CENTER-HASKELL INSTITUTE, LAWRENCE, KANSAS; AND PHS ALASKA NATIVE HOSPITAL, MT. EDGECUMBE, ALASKA ACCEPT A TOTAL OF 34 TRAINEES FROM ALL AREAS OF THE DIVISION OF INDIAN HEALTH ANNUALLY. THE 10-MONTH CURRICULUM OPERATES ON A DAILY SCHEDULE OF 2 HOURS OF DIDACTIC STUDY AND 5 HOURS OF PRACTICAL APPLICATION. THE CURRICULUM OUTLINE PRESENTED REPRESENTS THE BASE-LINE OF TRAINING CONDUCTED AT THE THREE CENTERS. MAJOR SUBJECT AREAS ARE: (1) ORIENTATION, (2) OFFICE PROCEDURES, (3) PRE-CLINICAL SCIENCES, (4) DENTAL MATERIALS, (5) CLINICAL SCIENCES, (6) CLINICAL APPLICATION, (7) LABORATORY AND TECHNICAL APPLICATION, (8) ON-THE-JOB TRAINING IN THE PRIVATE OFFICE, (9) DENTAL HEALTH EDUCATION, AND (10) THE DIVISION OF INDIAN HEALTH DENTAL PROGRAM. DEMONSTRATIONS, APPLICATIONS, READINGS, AND VISUAL AIDS ARE SUGGESTED FOR EACH AREA. (JK)

VT 008 931 ED 031 581
ITOH, MASAYOSHI; EASON, ALICE L.
MANUAL FOR TRAINING LEPROSY REHABILITATION WORKERS.

INTERNATIONAL SOCIETY FOR REHABILITATION OF THE DISABLED, NEW YORK, N.Y. COMMITTEE ON LEPROSY REHABILITATION
INTERNATIONAL SOCIETY FOR REHABILITATION OF THE DISABLED, 701 FIRST AVENUE, NEW YORK, NEW YORK 10017 ($1.00).
PUB DATE - ND 73P.

DESCRIPTORS - *TEACHING GUIDES; REHABILITATION; SPECIAL HEALTH PROBLEMS; *PHYSICAL THERAPY; TECHNIQUES; PHYSICAL THERAPISTS; *PHYSICAL THERAPY AIDES; *HEALTH OCCUPATIONS EDUCATION; FUNDAMENTAL CONCEPTS; MEDICAL SERVICES
IDENTIFIERS - *LEPROSY REHABILITATION

ABSTRACT - THE PURPOSE OF THIS MANUAL IS TO INTRODUCE THE GENERAL CONCEPTS AND TECHNIQUES IN LEPROSY REHABILITATION TO PHYSICAL THERAPY AIDES. BECAUSE OF THE LACK OF WELL-TRAINED, QUALIFIED, PHYSICAL THERAPISTS, THE COMMITTEE ON LEPROSY REHABILITATION CONSIDERS IT NECESSARY TO PUBLISH A TEACHING MANUAL OUTLINING LEPROSY REHABILITATION FOR THOSE WHO WORK WITH LEPROSY PATIENTS IN THE FIELD OF PHYSICAL THERAPY. THIS MANUAL IS TO BE USED IN CONJUNCTION WITH A TRAINING COURSE FOR PHYSICAL THERAPY AIDES UNDER THE DIRECTION OF A QUALIFIED PHYSICAL THERAPIST OR PHYSICIAN, AND IS NOT TO BE DISTRIBUTED AS SELF-TEACHING MATERIAL. PART I, "GENERAL CONCEPTS," CONTAINS AN OUTLINE OF LEPROSY IN GENERAL, COMMON DISABILITIES, DEFORMITIES, AND GENERAL ORIENTATION IN REHABILITATION. PART II, "TECHNIQUES," IS DEVOTED TO A DISCUSSION OF FUNDAMENTAL TECHNIQUES WHICH ARE COMMONLY USED IN LEPROSY REHABILITATION. ALTHOUGH THE EDUCATIONAL BACKGROUND FOR PHYSICAL THERAPY AIDES MAY VARY AMONG NATIONS, IT IS SUGGESTED THAT THEY SHOULD HAVE COMPLETED AT LEAST GRADE 9 AND PREFERABLY HIGH SCHOOL. LEPROSY PATIENTS WHO ARE WITHOUT SERIOUS DISABILITIES AND WHO MEET THE EDUCATIONAL QUALIFICATIONS, MAY BE TRAINED AS PHYSICAL THERAPY AIDES. (CH)

VT 008 948
PURSER PHARMACIST MATE CURRICULUM. A TRAINING CURRICULUM.

PUBLIC HEALTH SERVICE HOSPITAL, STATEN ISLAND, N.Y.
PUB DATE - ND 82P.

DESCRIPTORS - *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *NURSING; *MEDICAL TREATMENT; *PARAMEDICAL OCCUPATIONS
IDENTIFIERS - UNITED STATES PUBLIC HEALTH SERVICE; *PHARMACIST MATE

ABSTRACT - DEVELOPED BY MEMBERS OF HOSPITAL SERVICES AND THE TEACHING STAFF OF THE UNITED STATES PUBLIC HEALTH SERVICE HOSPITAL, STATEN ISLAND, NEW YORK, THIS PROGRAM OUTLINE IS INTENDED TO IDENTIFY EACH HOUR OF INSTRUCTION FOR THOSE INVOLVED IN THE 9-MONTH PUBLIC HEALTH SERVICE COURSE AND TO PROVIDE A GUIDE FOR OTHERS WHO WISH TO DEVELOP SIMILAR PARAMEDICAL TRAINING PROGRAMS. UNITS INCLUDE: (1) ANATOMY AND PHYSIOLOGY, (2) ENVIRONMENTAL HEALTH AND PREVENTIVE MEDICINE, (3) MEDICAL AND SURGICAL CONDITIONS, (4) PATIENT CARE, (5) PHARMACOLOGY, (6) CLINICAL LABORATORY, (7) DISASTER CONTROL, (8) PHARMACIST MATE RESPONSIBILITIES, AND (9) PRACTICAL EXPERIENCE IN SURGICAL TECHNIQUES. EACH UNIT OUTLINE INDICATES THE AGENCY RESPONSIBLE FOR TEACHING THE UNIT, THE UNIT OBJECTIVES, TIME ALLOTMENT FOR LECTURES AND PRACTICAL EXPERIENCE, AND SUBJECT MATTER CONTENT. APPENDIXES INCLUDE A LIST OF REQUIRED PROCEDURES AND A FIRST AID COURSE OUTLINE. (JK)

VT 009 036
TRAINING PLAN OUTLINES FOR MANPOWER DEVELOPMENT AND TRAINING ACT COURSES FOR NURSERY SCHOOL AIDES.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. DIV. OF MANPOWER DEVELOPMENT AND TRAINING
PUB DATE - 65 22P.

DESCRIPTORS - *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *CHILD CARE WORKERS; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS
IDENTIFIERS - *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS; NURSERY SCHOOL AIDES

ABSTRACT - PREPARED BY TRAINING AGENCIES UNDER PROVISIONS OF THE MANPOWER DEVELOPMENT AND TRAINING ACT (MDTA), THESE EXAMPLES OF TRAINING PLAN OUTLINES FOR ENTRY LEVEL AND REFRESHER MDTA COURSES ARE DESIGNED TO PREPARE TRAINEES FOR EMPLOYMENT AS NURSERY SCHOOL AIDES. BRIEF DESCRIPTIVE INFORMATION AND A TOPICAL OUTLINE FOR EACH COURSE PRESENT: (1) MAJOR UNITS, (2) CLOCK HOURS, (3) SPECIFIC JOB SKILLS TO BE DEVELOPED, (4) TEACHING AIDS, INSTRUCTIONAL MATERIALS, AND NEW EQUIPMENT, AND (5) EVALUATION OF PROGRESS AND ACHIEVEMENT. THE COURSES OUTLINED RANGE IN LENGTH FROM 360 TO 1080 CLOCK HOURS. (AW)

VT 009 090
TRAINING PLAN OUTLINES FOR MANPOWER DEVELOPMENT AND TRAINING ACT COURSES FOR LICENSED PRACTICAL NURSES, NURSES, AND SPECIAL NURSES.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. DIV. OF MANPOWER DEVELOPMENT AND TRAINING
PUB DATE - 64 44P.

DESCRIPTORS - *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *NURSES; *PRACTICAL NURSES; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS
IDENTIFIERS - *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - PREPARED BY TRAINING AGENCIES UNDER PROVISIONS OF THE MANPOWER DEVELOPMENT AND TRAINING ACT (MDTA), THESE EXAMPLES OF TRAINING PLAN OUTLINES FOR ENTRY LEVEL AND REFRESHER MDTA COURSES ARE DESIGNED TO PREPARE TRAINEES FOR EMPLOYMENT AS NURSES, LICENSED PRACTICAL NURSES, AND SPECIAL NURSES. THE PLANS PROVIDE BRIEF DESCRIPTIVE INFORMATION AND A TOPICAL OUTLINE OF EACH COURSE, INCLUDING: (1) MAJOR UNITS, (2) CLOCK HOURS, (3) SPECIFIC JOB SKILLS TO BE DEVELOPED, (4) TEACHING AIDS, INSTRUCTIONAL MATERIALS, AND NEW EQUIPMENT, AND (5) EVALUATION OF PROGRESS AND ACHIEVEMENT. THE COURSES DESCRIBED RANGE IN LENGTH FROM 480 TO 1380 CLOCK HOURS. (AW)

VT 009 160
HOME HEALTH AIDE TRAINING MANUAL.

SAN FRANCISCO HOMEMAKER SERVICE, CALIF.
SAN FRANCISCO HOME HEALTH SERVICE, 410 ARGUELLO BLVD., SAN FRANCISCO, CALIFORNIA 94118 (SINGLE COPIES WITHOUT CHARGE).
PUB DATE - 67 122P.

DESCRIPTORS - *TEACHING GUIDES; *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *COMPANIONS (OCCUPATION); ADULT VOCATIONAL EDUCATION; LESSON PLANS

ABSTRACT - THE PURPOSE OF THIS MANUAL IS TO AID REGISTERED NURSES IN PLANNING COURSES AND LESSONS DESIGNED TO TRAIN ADULTS SEEKING POSITIONS AS HOME HEALTH AIDES. THE SUGGESTED 120-HOUR PROGRAM WAS PREPARED BY AN INDIVIDUAL AND GROUP-TESTED; THE PRIMARY OBJECTIVE IS TO DEVELOP IN THE STUDENT THE KNOWLEDGE AND SKILLS NECESSARY TO CARE FOR THE AGED OR CHRONICALLY ILL. THE CONTENT IS DIVIDED INTO FIVE MAJOR SECTIONS, EACH PRESENTING, IN OUTLINE FORM, THE SUBJECT MATTER TO BE COVERED AND PROCEDURES AND EQUIPMENT NEEDED. THE INTRODUCTORY UNIT PRESENTS GENERAL INFORMATION, STATEMENT OF PURPOSE, AND THE DUTIES AND ETHICS OF THE HOME HEALTH AIDE. SECTION II, ON INTERPRETING THE SOCIAL AND MEDICAL NEEDS OF THE PATIENT, DEALS WITH TYPES OF DISEASES, REHABILITATION, AND BASIC PHYSIOLOGY. THE THIRD SECTION IS CONCERNED WITH PERSONAL SERVICES PERFORMED BY THE AIDE, SUCH AS BEDMAKING, MOVING THE PATIENT, AND PERSONAL HYGIENE OF THE PATIENT. SECTION IV RELATES TO NUTRITION OF THE PATIENT, AND SECTION V, TO CLEANLINESS AND CARE TASKS IN THE HOME. SUGGESTED DAY-BY-DAY LESSON PLANS, SELECTED REFERENCES, PRACTICAL SUGGESTIONS ON FOOD STORAGE, A LISTING OF LOW-COST NUTRITIOUS FOODS, SAMPLE EXAMINATION QUESTIONS AND ANSWERS, AND PHYSIOLOGICAL DIAGRAMS ARE APPENDED. (AW)

VT 009 175
HUMMEL, DOROTHY K.
A STUDY IN RECRUITING AND TRAINING HOME AND

INSTITUTIONAL HEALTH AIDES.

LEWISBURG AREA SCHOOL DISTRICT, PA.
PENNSYLVANIA STATE DEPT. OF PUBLIC INSTRUCTION, HARRISBURG. BUREAU OF VOCATIONAL, TECHNICAL, AND CONT. EDUC.
MRS. DOROTHY K. HUMMEL, 320 MARKET STREET, MIFFLINBURG, PENNSYLVANIA 17844 ($2.00).
PUB DATE - MAY69 80P.

DESCRIPTORS - *CURRICULUM GUIDES; *PROGRAM PLANNING; *HEALTH OCCUPATIONS EDUCATION; *COMPANIONS (OCCUPATION); ADULT VOCATIONAL EDUCATION; PILOT PROJECTS; NURSES AIDES; *OCCUPATIONAL HOME ECONOMICS
IDENTIFIERS - LEWISBURG; PENNSYLVANIA

ABSTRACT - DEVELOPED BY AN AREA HOME ECONOMICS SUPERVISOR IN COOPERATION WITH HOME ECONOMICS AND NURSING EDUCATION TEACHERS AND TESTED IN A 3-YEAR PILOT PROJECT, THIS BULLETIN IS FOR USE BY TEACHERS, ADVISORY STAFFS, AND ADMINISTRATORS IN PLANNING PROGRAMS AND COURSES TO RECRUIT AND TRAIN INSTITUTIONAL AND HOME HEALTH AIDES. THE MAJOR PORTION OF THE CONTENT IS MADE UP OF OUTLINES OF COURSES INCLUDED IN THE 1966 TO 1968 PROJECT, WHICH WAS INITIATED TO ALLEVIATE THE SHORTAGE OF QUALIFIED HEALTH PERSONNEL IN THE LEWISBURG, PENNSYLVANIA SCHOOL DISTRICT. SOME OF THE 34 SUBJECTS OUTLINED ARE: BEDMAKING, BATHING PATIENTS, RECOGNITION OF SYMPTOMS, USE OF EQUIPMENT, CHRONIC DISEASES, PRE- AND POST-OPERATIVE CARE, DIET AND FOOD PREPARATION, AND EMERGENCY TREATMENTS. EACH OUTLINE PRESENTS OBJECTIVES, GENERALIZATIONS, AND SUGGESTED LEARNING EXPERIENCES AND ACTIVITIES. GENERAL INFORMATION ON THE PROJECT INCLUDES THE PROPOSAL, RECRUITING METHODS, FINDINGS, RECOMMENDATIONS, AND TRAINEE FOLLOWUP. SUPPLEMENTARY MATERIALS PROVIDED ARE A BIBLIOGRAPHY AND VARIOUS SAMPLE FORMS, SCHEDULES, AND RECORDS. INSTRUCTORS SHOULD HAVE HOME ECONOMICS OR NURSING DEGREES AND TRAINEES SHOULD BE 35 TO 40 YEARS OLD WITH A MINIMUM OF AN EIGHTH GRADE EDUCATION. RECOMMENDED COURSE LENGTH IS 40 CLASS AND LABORATORY HOURS PLUS 6 HOURS PRACTICAL TRAINING IN AN INSTITUTION. (AW)

VT 009 228
TRAINING PLAN OUTLINES FOR MANPOWER DEVELOPMENT AND TRAINING ACT COURSES FOR DENTAL LABORATORY TECHNICIANS, MEDICAL LABORATORY ASSISTANTS, SURGICAL TECHNICIANS, AND RADIOTHERAPISTS.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
DIV. OF MANPOWER DEVELOPMENT AND TRAINING
PUB DATE - 67 26P.

DESCRIPTORS - *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *DENTAL TECHNICIANS; *SURGICAL TECHNICIANS; MEDICAL LABORATORY ASSISTANTS; THERAPISTS; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS
IDENTIFIERS - *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - THESE EXAMPLES OF TRAINING PLAN OUTLINES FOR ENTRY LEVEL AND REFRESHER MANPOWER DEVELOPMENT AND TRAINING ACT (MDTA) COURSES ARE DESIGNED TO PREPARE TRAINEES FOR EMPLOYMENT AS DENTAL LABORATORY TECHNICIANS, SURGICAL TECHNICIANS, MEDICAL LABORATORY ASSISTANTS, AND RADIOTHERAPISTS. PREPARED BY TRAINING AGENCIES UNDER PROVISIONS OF THE MDTA, BRIEF DESCRIPTIVE INFORMATION AND A TOPICAL OUTLINE COVER: (1) MAJOR UNITS, (2) CLOCK HOURS, (3) SPECIFIC JOB SKILLS TO BE DEVELOPED, (4) TEACHING AIDS, INSTRUCTIONAL MATERIALS, AND NEW EQUIPMENT, AND (5) EVALUATION OF PROGRESS AND ACHIEVEMENT. SOME COURSES ALSO INCLUDE PROPOSED BUDGETS. THE COURSE OUTLINES PRESENTED RANGE IN LENGTH FROM 1,040 TO 2,000 CLOCK HOURS. (AW)

VT 009 267
TRAINING PLAN OUTLINES FOR MANPOWER DEVELOPMENT AND TRAINING ACT COURSES FOR NURSE AIDES AND NURSE AIDE ORDERLIES.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
DIV. OF MANPOWER DEVELOPMENT AND TRAINING
PUB DATE - 66 96P.

DESCRIPTORS - *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *NURSES AIDES; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS
IDENTIFIERS - *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - THESE EXAMPLES OF TRAINING PLAN OUTLINES FOR ENTRY LEVEL AND REFRESHER MANPOWER DEVELOPMENT AND TRAINING ACT (MDTA) COURSES ARE DESIGNED TO PREPARE TRAINEES FOR EMPLOYMENT AS NURSE AIDES AND NURSE AIDE ORDERLIES. PREPARED BY TRAINING AGENCIES UNDER PROVISIONS OF THE MDTA, THE PLANS PROVIDE BRIEF DESCRIPTIVE INFORMATION AND A TOPICAL OUTLINE OF EACH COURSE, COVERING: (1) MAJOR UNITS, (2) CLOCK HOURS, (3) SPECIFIC JOB SKILLS TO BE DEVELOPED, (4) INSTRUCTIONAL MATERIALS, NEW EQUIPMENT, AND TEACHING AIDS, AND (5) EVALUATION OF PROGRESS AND ACHIEVEMENT. THE COURSES OUTLINED RANGE IN LENGTH FROM 120 TO 960 CLOCK HOURS. (AW)

VT 009 359
NURSING HOME AND EXTENDED CARE ADMINISTRATION, A CERTIFICATE PROGRAM. CURRICULUM.

PORTLAND STATE COLL., ORE.
OREGON STATE SYSTEM OF HIGHER EDUCATION, CORVALLIS. DIV. OF CONTINUING EDUCATION
PUB DATE - ND 246P.

DESCRIPTORS - *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *INSTRUCTIONAL ADMINISTRATION; *NURSING HOMES; ADULT VOCATIONAL EDUCATION; STATE COLLEGES; BIBLIOGRAPHIES

ABSTRACT - A SYLLABUS IS GIVEN FOR THE 90-WEEK CERTIFICATE PROGRAM IN NURSING HOME ADMINISTRATION HELD ON A WEEKLY EVENING SCHEDULE ON THE CAMPUS OF PORTLAND STATE COLLEGE AND HAVING AS ITS AIM THE PREPARATION OF NURSING HOME AND EXTENDED CARE FACILITY ADMINISTRATORS FOR RESPONSIBLE, CREATIVE, AND SKILLED LEADERSHIP. THE OVERALL PLANNING AND ADMINISTRATION OF THE PROGRAM WAS DIRECTED BY A FACULTY MEMBER IN THE SCHOOL OF SOCIAL WORK

WITH A FACULTY MEMBER IN THE SOCIOLOGY DEPARTMENT AS CURRICULUM CONSULTANT. SPECIALISTS IN VARIOUS AREAS SERVE ON THE FACULTY. CONTENT IS PRESENTED IN NARRATIVE AND OUTLINE FORM. TEACHING METHODS, TECHNIQUES, AND RESOURCES ARE SUGGESTED; BIBLIOGRAPHIES AND HANDOUTS ARE INCLUDED. THE MAJOR CONTENT AREAS ARE: (1) ADMINISTRATIVE PROCESS, (2) CHRONIC ILLNESS, (3) MEDICAL CARE ADMINISTRATION, (4) REHABILITATION THERAPIES, (5) RECREATION, SOCIALIZATION, (6) ENVIRONMENTAL HEALTH CONTROL, (7) NUTRITION AND FOOD PLANNING, (8) FISCAL ADMINISTRATION, AND (9) COMMUNITY RELATIONSHIPS. (JK)

VT 009 485 ED 033 227
KRISTY, JEAN; MCDANIEL, LUCY V.
BRAIN AND NERVES OF THE HUMAN BODY: A PROGRAMMED TEXT AND PLATE BOOKLET FOR PHYSICAL THERAPY AIDES.

RANCHO LOS AMIGOS HOSPITAL, INC., DOWNEY, CALIF.
SOCIAL AND REHABILITATION SERVICE (DHEW), WASHINGTON, D.C.
ATTENDING STAFF ASSOCIATION OF RANCHO LOS AMIGOS HOSPITAL, INC., 12826 HAWTHORN STREET, DOWNEY, CALIFORNIA 90242 ($4.50).
PUB DATE - 68 92P.

DESCRIPTORS - *PROGRAMED MATERIALS; *HEALTH OCCUPATIONS EDUCATION; *NEUROLOGY; *PHYSICAL THERAPY AIDES; ADULT VOCATIONAL EDUCATION; JUNIOR COLLEGES

ABSTRACT - DESIGNED BY PHYSICAL THERAPISTS ON THE BASIS OF RESULTS OF JOB ANALYSIS AND TESTED WITH SEVERAL INDIVIDUAL AND TWO SMALL GROUPS, THIS PROGRAMED TEXT AND PLATE BOOKLET ARE INTENDED FOR EITHER INDIVIDUAL OR GROUP USE IN A HOSPITAL OR JUNIOR COLLEGE PROGRAM. IT IS SUGGESTED THAT SOME DISCUSSION, DEMONSTRATION, AND APPLICATION SESSIONS BE ARRANGED IN CONNECTION WITH EACH UNIT. THE AIM OF THE MATERIAL IS TO PROVIDE BASIC INFORMATION ABOUT THE NORMAL STRUCTURE AND FUNCTION OF THE NERVOUS SYSTEM WHICH THE PHYSICAL THERAPY AIDE NEEDS TO KNOW IN ORDER TO UNDERSTAND DISEASES AND INJURIES INVOLVING THE BRAIN, THE SPINAL CORD, AND NERVES. FOUR UNITS WRITTEN IN A LINEAR FORMAT INCLUDE: (1) INTRODUCTION TO BRAIN AND NERVES, (2) THE BRAIN, (3) THE SPINAL CORD, AND (4) PERIPHERAL NERVES. A SECTION ADDRESSED TO THE INSTRUCTOR INCLUDES INFORMATION ABOUT FIELD TESTING, SUGGESTIONS FOR ENRICHMENT, AND BEHAVIORAL OBJECTIVES. THE TEACHER SHOULD BE A REGISTERED PHYSICAL THERAPIST OR NURSE. A PRETEST AND A POST TEST ARE APPENDED. (JK)

VT 009 521
GUIDE FOR INSTRUCTORS: MEDICAL LABORATORY.

NATIONAL COUNCIL ON MEDICAL TECHNOLOGY EDUCATION, BETHESDA, MD.
NATIONAL COUNCIL ON MEDICAL TECHNOLOGY EDUCATION, 9650 ROCKVILLE PIKE, BETHESDA, MARYLAND 20014 ($3.00).
PUB DATE - 69 58P.

DESCRIPTORS - *TEACHING METHODS; *LABORATORY TECHNOLOGY; *HEALTH OCCUPATIONS EDUCATION; *EDUCATIONAL PSYCHOLOGY; *TEACHING GUIDES; STUDENT EVALUATION; TEST CONSTRUCTION; INSTRUCTIONAL AIDS

ABSTRACT - INTENDED FOR THE USE OF MEDICAL LABORATORY TEACHERS WHO LACK FORMAL EXPERIENCE OR EDUCATIONAL PREPARATION FOR TEACHING, THIS GUIDE FOCUSES UPON THE RUDIMENTS OF INSTRUCTIONAL METHODS AND RELATED PSYCHOLOGICAL AND PHILOSOPHICAL CONCEPTS. THE 10 MAJOR SECTIONS ARE: (1) HUMAN RELATIONS IN INSTRUCTION, (2) MOTIVATION, (3) GOALS OF INSTRUCTION, (4) PLANNING FOR LEARNING ACTIVITIES, (5) TEACHING METHODS AND TECHNIQUES, (6) CLINICAL INSTRUCTION, (7) DIRECTING STUDENT PERFORMANCE, (8) INSTRUCTIONAL AIDS, (9) EVALUATION, AND (10) PREPARING AND ADMINISTERING TESTS. (JK)

VT 009 577 ED 034 033
TRAINING METHODOLOGY. PART III: INSTRUCTIONAL METHODS AND TECHNIQUES. AN ANNOTATED BIBLIOGRAPHY. PUBLIC HEALTH SERVICE PUBLICATION NO. 1862, PART III.

PUBLIC HEALTH SERVICE (DHEW), WASHINGTON, D.C. HEALTH SERVICES AND MENTAL HEALTH ADMINISTRATION.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (FS2.24:T68/PART III, $1.00)
PUB DATE - 69 109P.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; CASE STUDIES (EDUCATION); CONFERENCES; CRITICAL INCIDENTS METHOD; GROUP DISCUSSION; LECTURE; PRACTICUMS; PROGRAMED MATERIALS; ROLE PLAYING; SENSITIVITY TRAINING; SIMULATION; *TEACHING METHODS; *TEACHING TECHNIQUES

ABSTRACT - A TOTAL OF 345 ANNOTATED REFERENCES PERTAINING TO INSTRUCTIONAL METHODS AND TECHNIQUES ARE ORGANIZED UNDER THE FOLLOWING HEADINGS: (1) METHODS AND TECHNIQUES (GENERAL), (2) JOB INSTRUCTION, (3) APPRENTICESHIP, (4) DEMONSTRATION, (5) COACHING, (6) INTERNSHIP, FIELD WORK, SUPERVISED PROFESSIONAL PRACTICE, (7) CORRESPONDENCE STUDY, (8) INDEPENDENT STUDY, READING, (9) PROGRAMED SELF-INSTRUCTIONAL MATERIALS--EVALUATION AND USE, (10) PROGRAMED MATERIALS--SOURCES, (11) LECTURES, PRESENTATION, SPEECHES, (12) GROUP DISCUSSIONS, (13) GROUP MEETINGS (GENERAL), (14) CONFERENCES, (15) OTHER GROUP METHODS AND TECHNIQUES, (16) SIMULATION (GENERAL), (17) CASE METHOD, (18) INCIDENT PROCESS, CRITICAL INCIDENTS, (19) ROLE-PLAYING, (20) IN-BASKETS, (21) SIMULATION AND GAMING IN EDUCATION, (22) SIMULATION AND GAMING IN BUSINESS, (23) SIMULATION IN PUBLIC HEALTH, (24) LABORATORY METHOD OF SENSITIVITY TRAINING, AND (25) TEAM TRAINING AND ORGANIZATION DEVELOPMENT. A SUBJECT INDEX PROVIDES FURTHER ASSISTANCE IN LOCATING ENTRIES. BIBLIOGRAPHIES ON OTHER ASPECTS OF TRAINING METHODOLOGY ARE AVAILABLE AS VT 009 576-VT 009 580. (JK)

VT 009 678
MCDANIEL, LUCY V., AND OTHERS
BONES, JOINTS, AND MUSCLES OF THE HUMAN BODY; A PROGRAMMED TEXT FOR PHYSICAL THERAPY AIDES

AND PLATE BOOKLET.

RANCHO LOS AMIGOS HOSPITAL, DOWNEY, CALIF. DEPT. OF PHYSICAL THERAPY
PHYSICAL THERAPY DEPARTMENT, RANCHO LOS AMIGOS HOSPITAL, 7601 EAST IMPERIAL HIGHWAY, DOWNEY, CALIFORNIA 90242 ($4.50).
PUB DATE - 65 195P.

DESCRIPTORS - *PROGRAMED MATERIALS; *HEALTH OCCUPATIONS EDUCATION; *PHYSICAL THERAPY AIDES; *ANATOMY; ADULT VOCATIONAL EDUCATION; JUNIOR COLLEGES; TRANSPARENCIES; INSTRUCTIONAL AIDS

ABSTRACT - DEVELOPED BY PHYSICAL THERAPISTS ON THE BASIS OF JOB ANALYSIS, TESTED WITH SEVERAL INDIVIDUALS AND TWO SMALL GROUPS, AND FIELD TESTED IN THREE HOSPITALS, THIS PROGRAMED TEXT AND PLATE BOOKLET ARE INTENDED FOR EITHER INDIVIDUAL OR GROUP USE IN A HOSPITAL OR JUNIOR COLLEGE PROGRAM. IT IS SUGGESTED THAT SOME DISCUSSION, DEMONSTRATION, AND APPLICATION SESSIONS BE ARRANGED IN CONNECTION WITH EACH UNIT. THE AIM OF THE MATERIAL IS TO PROVIDE BASIC INFORMATION ABOUT THE MUSCULO-SKELETAL SYSTEM WHICH THE PHYSICAL THERAPY AIDE NEEDS TO KNOW IN ORDER TO UNDERSTAND PATIENT PROBLEMS AND TREATMENT PROGRAMS. EIGHT UNITS WRITTEN IN LINEAR FORMAT INCLUDE AN INTRODUCTION AND SECTION ON THE HEAD, NECK, AND TRUNK, SHOULDER, ELBOW, WRIST AND HAND, HIP, KNEE, AND ANKLE AND FOOT. EACH UNIT REQUIRES APPROXIMATELY ONE HOUR. THE TEACHER SHOULD BE A REGISTERED PHYSICAL THERAPIST OR NURSE. ILLUSTRATIONS IN THE PLATE BOOKLET ARE SUITABLE FOR REPRODUCTION AS OVERHEAD TRANSPARENCIES OR OTHER INSTRUCTIONAL AIDS. (JK)

VT 009 701
REDMOND, JAMES F.
CURRICULUM GUIDE FOR HEALTH OCCUPATIONS SURGICAL TECHNICIAN.

CHICAGO BOARD OF EDUCATION, ILL.
CHICAGO BOARD OF EDUCATION, 228 NORTH LA SALLE STREET, ROOM 822, CHICAGO, ILLINOIS 60601 ($.75).
PUB DATE - 68 43P.

DESCRIPTORS - *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *SURGICAL TECHNICIANS; ADULT VOCATIONAL EDUCATION; SECONDARY GRADES; BIBLIOGRAPHIES; AUDIOVISUAL AIDS

ABSTRACT - THIS CURRICULUM GUIDE FOR USE IN PREPARING SURGICAL TECHNICIANS IS ADAPTABLE TO A 40-WEEK HIGH SCHOOL COOPERATIVE PROGRAM OR A FULL-TIME 16-WEEK ADULT PROGRAM. OBJECTIVES ARE: (1) TO APPLY SCIENTIFIC PRINCIPLES TO OPERATING ROOM TECHNIQUES AND THE CARE OF THE SURGICAL PATIENT, (2) TO GAIN AN UNDERSTANDING OF THE RESPONSIBILITIES INHERENT IN MAINTAINING A SAFE ENVIRONMENT FOR THE PATIENT UNDERGOING SURGERY, (3) TO DEVELOP SPEED AND DEXTERITY IN NECESSARY SKILLS, (4) TO DEVELOP VERBAL AND SYMBOLIC SKILLS OF INTERPERSONAL RELATIONSHIPS WITH MEMBERS OF THE SURGICAL TEAM, AND (5) TO DEVELOP THE INTELLECTUAL CURIOSITY TO CONTINUE PERSONAL AND VOCATIONAL GROWTH. CONTENT UNITS ARE: (1) BASIC SCIENCES, 120 CLASSROOM HOURS, (2) FUNDAMENTALS OF OPERATING ROOM TECHNIQUES, 150 CLASSROOM AND 120 CLINICAL HOURS, AND (3) ADVANCED OPERATING ROOM PROCEDURES, 110 CLASSROOM AND 340 CLINICAL HOURS. THE OUTLINES FOR EACH UNIT PRESENTS PRELIMINARY INFORMATION INCLUDING THE GENERAL OBJECTIVE, TIME ALLOTMENT, AND METHODS OF EVALUATION. THIS SECTION IS FOLLOWED BY AN OUTLINE ORGANIZED INTO PARALLEL COLUMNS HEADED CONCEPT, CONTENT, SUGGESTED INSTRUCTIONAL ACTIVITIES AND MATERIALS, AND BEHAVIORAL OUTCOMES. A BIBLIOGRAPHY AND A LISTING OF SUGGESTED VISUAL AIDS ARE INCLUDED. (JK)

VT 009 771 ED 034 847
LACHAPELLE, BETTE
WORKSHOP FOR THE PREPARATION OF TEACHERS INTERESTED IN DEVELOPING PROGRAMS AT THE SECONDARY LEVEL FOR ENTRY LEVEL JOBS IN THE HEALTH OCCUPATIONS. (JULY 1,-JULY 25, 1968).

WAYNE STATE UNIV., DETROIT, MICH. DEPT. OF FAMILY LIFE EDUCATION
MICHIGAN STATE DEPT. OF EDUCATION, LANSING. DIV. OF VOCATIONAL EDUCATION
DEPARTMENT OF FAMILY LIFE EDUCATION, WAYNE STATE UNIVERSITY, DETROIT, MICHIGAN 48202 (NO CHARGE).
PUB DATE - 68 116P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; ENTRY WORKERS; *TEACHER WORKSHOPS; *HOME ECONOMICS TEACHERS; *CURRICULUM GUIDES; GRADE 11; GRADE 12; PROGRAM GUIDES; BIBLIOGRAPHIES IDENTIFIERS - WAYNE STATE UNIVERSITY

ABSTRACT - SIXTEEN HOME ECONOMICS TEACHERS PARTICIPATED IN THE WORKSHOP, WHICH WAS DESIGNED TO PREPARE TEACHERS TO BEGIN AN INTRODUCTORY HEALTH SERVICE PROGRAM OR TO BROADEN THE CONCEPTS OF HOME ECONOMICS OCCUPATIONAL PROGRAMS AS RELATED TO THE HEALTH OCCUPATIONS FIELD. THE WORKSHOP WAS PLANNED BY THE SUPERVISOR OF PERSONAL SERVICES OF DETROIT PUBLIC SCHOOLS AND MEMBERS OF THE WAYNE STATE COLLEGE OF NURSING STAFF OVER A 1-YEAR PERIOD. WORKSHOP ACTIVITIES INCLUDED CONTENT AREA LECTURES, LABORATORY PRACTICE, CURRICULUM INTERPRETATION, HOSPITAL VISITS, AND VIDEO-TAPE PRESENTATIONS OF NURSING SKILLS. AT THE CONCLUSION OF THE WORKSHOP, 13 STUDENTS FELT SECURE ENOUGH TO UNDERTAKE THE PLANNING AND DEVELOPMENT OF A COURSE AND THREE FELT SECURE ENOUGH IN PRELIMINARY TASKS BUT BELIEVED THEY NEEDED FIELD WORK BEFORE BEGINNING TO TEACH. THE GREATER PART OF THE DOCUMENT IS APPENDIXES, INCLUDING HIGH SCHOOL LEVEL CURRICULUM MATERIALS DESIGNED BY SPECIALISTS IN THE WAYNE STATE UNIVERSITY, COLLEGE OF NURSING AND EDUCATION AND COORDINATED IN THE PUBLICATION BY THE WORKSHOP DIRECTOR. ALSO INCLUDED ARE SUGGESTED FLOOR PLANS, A COMMUNITY SURVEY INSTRUMENT, AND THE WORKSHOP QUESTIONNAIRE. (JK)

VT 009 774
HEALTH ASSISTANT; A COURSE OF STUDY.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL, PA.
PUB DATE - DEC67 42P.

DESCRIPTORS - *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; ENTRY WORKERS; SECONDARY GRADES; BIBLIOGRAPHIES; FIELD TRIPS

ABSTRACT - DEVELOPED BY A REGISTERED NURSE AND PILOT TESTED IN THE CLASSROOM, THIS GUIDE IS INTENDED FOR USE BY NURSE INSTRUCTORS IN COURSE DEVELOPMENT. THE COURSE HAS BEEN TAUGHT ON A 3-HOUR-PER-DAY BASIS TO HIGH SCHOOL SENIORS. OBJECTIVES ARE: (1) APPRECIATION OF WORK STANDARDS, GOOD HABITS, AND REAL VALUES IN THE HEALTH OCCUPATIONS, (2) ENCOURAGEMENT TOWARD CONTINUANCE OF EDUCATION IN THE MORE DEMANDING AREAS IN THE HEALTH SERVICES, (3) PREPARATION TO WORK IN THE HEALTH FIELD AFTER HIGH SCHOOL IN SUCH ROLES AS MEDICAL ASSISTANT, DENTAL ASSISTANT, WARD CLERK, MEDICAL SECRETARY, OR NURSES' AID, AND (4) PREPARATION FOR HOMEMAKER ROLE. UNITS INCLUDE: (1) CONDITIONS OF ILLNESS, (2) COMMUNICABLE DISEASES, (3) COMMUNICATIONS, (4) COMMUNITY RESOURCES, (5) DENTAL ANATOMY AND DENTAL HEALTH, (6) DRUGS AND MEDICATIONS, (7) ELEMENTARY BODY STRUCTURE AND FUNCTION, (8) EMERGENCY CARE AND FIRST AID, (9) ETHICS, (10) FILING, (11) LABORATORY EXAMINATIONS, (12) MEDICAL ABBREVIATIONS, (13) MEDICAL AND DENTAL TERMINOLOGY, (14) MEDICINE AND THE LAW, (15) PERSONALITY DEVELOPMENT, (16) PROCEDURES IN OFFICE PRACTICE, (17) NUTRITION, (18) SIMPLE NURSING PROCEDURES, (19) STERILIZATION, AND (20) STUDY OF HEALTH OCCUPATIONS. INCLUDED ARE LISTINGS OF REFERENCES, EQUIPMENT AND SUPPLIES, COMMUNITY RESOURCES, AND FILM RESOURCES, FIELD TRIPS, TYPES OF GUEST SPEAKERS, AND ON-THE-JOB OBSERVATIONS. (JK)

VT 009 776
MANISOFF, MIRIAM T.
FAMILY PLANNING; A TEACHING GUIDE FOR NURSES.

PLANNED PARENTHOOD-WORLD POPULATION, NEW YORK, N.Y.
PLANNED PARENTHOOD--WORLD POPULATION, 515 MADISON AVENUE, NEW YORK, NEW YORK 10022 ($1.50).
PUB DATE - 69 116P.

DESCRIPTORS - *FAMILY PLANNING; *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *NURSING; COMMUNITY HEALTH SERVICES; ADULT EDUCATION

ABSTRACT - THIS GUIDE IS INTENDED AS A TEACHING AID FOR THE NURSING SCHOOL EDUCATOR AND MAY BE ADAPTED TO IN-SERVICE TRAINING IN HOSPITALS AND OTHER HEALTH AGENCIES. THE FAMILY PLANNING UNIT MAY BE TAUGHT AS A COURSE IN ITSELF OR INCORPORATED INTO SUCH TRADITIONAL COURSES AS MATERNAL AND CHILD NURSING, OBSTETRICAL AND GYNECOLOGICAL NURSING, OR PUBLIC HEALTH NURSING. SOME ASPECTS OF THE UNIT MAY BE COVERED IN VARIOUS OTHER COURSES IN THE NURSING CURRICULUM. A PRELIMINARY SECTION OF THE GUIDE TREATS PURPOSE AND OBJECTIVES OF THE UNIT, SUGGESTS TEACHING METHODS, AND DISCUSSES THE KEY ROLE OF THE NURSE. SECTIONS WITHIN THE BODY OF THE GUIDE INCLUDE: (1) DEFINITION OF TERMS, (2) HISTORY: FROM COMSTOCKERY TO A BASIC HUMAN RIGHT, (3) PHILOSOPHY OF FAMILY PLANNING, (4) POPULATION PROBLEMS, (5) A HEALTH RATIONALE FOR FAMILY PLANNING, (6) BIRTH CONTROL AND POVERTY, (7) ATTITUDES AND PRACTICES, (8) REACHING AND KEEPING PATIENTS, (9) FAMILY PLANNING AS A PUBLIC HEALTH FUNCTION, (10) ANATOMY AND PHYSIOLOGY OF REPRODUCTION, AND (11) METHODS OF BIRTH CONTROL. A SELECTIVE BIBLIOGRAPHY AND INFORMATION ABOUT FILMS AND FILMSTRIPS AND SOURCES OF ADDITIONAL MATERIALS ARE APPENDED. (JK)

VT 009 931 ED 034 877
COLGAN, FRANCIS E., AND OTHERS
HEALTH OCCUPATIONS CURRICULUM DEVELOPMENT: IN SEARCH OF A MORE POWERFUL CURRICULUM.

ROCKY MOUNTAIN EDUCATIONAL LAB., INC., GREELEY, COLO.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
BUREAU OF RESEARCH
OEC-4-7-062828-30-63 24
BR-6-2828
PUB DATE - AUG69 70P.

DESCRIPTORS - *PROGRAM DEVELOPMENT; *CURRICULUM DEVELOPMENT; *HEALTH OCCUPATIONS EDUCATION; HEALTH OCCUPATIONS; GRADE 11; TASK ANALYSIS; CORE CURRICULUM; *ENTRY WORKERS; QUESTIONNAIRES; HEALTH EDUCATION; OCCUPATIONAL MOBILITY; RURAL SCHOOLS; OCCUPATIONAL INFORMATION
IDENTIFIERS - ROCKY MOUNTAIN EDUCATIONAL LABORATORY; RMEL

ABSTRACT - THE ROCKY MOUNTAIN EDUCATIONAL LABORATORY (RMEL) HEALTH OCCUPATIONS CURRICULUM PROJECT WAS INITIALLY STRUCTURED TO PROVIDE BROAD EXPLORATORY ACTIVITIES FOR THE TOTAL STUDENT BODY, AN ELECTIVE COURSE, ORIENTATION TO EMPLOYMENT, AND WORK ENTRY EXPERIENCE IN THE 11TH AND 12TH GRADES. IT WAS EXPECTED THAT THE PROJECT WOULD PROVIDE A PROTOTYPE FOR RURAL SCHOOL SYSTEMS WHICH WOULD BE TRANSFERABLE TO THE URBAN SETTING AND TO OTHER OCCUPATIONAL CLUSTERS. THIS PAPER DEALS ONLY WITH THE ACTIVITIES AND EXPERIENCES ASSOCIATED WITH THE 11TH GRADE HEALTH OCCUPATIONS CURRICULUM DEVELOPMENT, IN THE HOPE THAT OTHER EDUCATIONAL AGENCIES MIGHT REDUCE THEIR PLANNING EFFORT THROUGH UTILIZATION OF THE RMEL EXPERIENCE. THE APPENDIX INCLUDES A SAMPLE QUESTIONNAIRE CONSISTING OF PERFORMANCE ELEMENTS TO BE CHECKED IN TERMS OF IMPORTANCE AND THE SETTING APPROPRIATE FOR TEACHING OF THE ELEMENT BY 11TH GRADE TEACHERS, THE HEALTH OCCUPATIONS TEACHER-COORDINATOR, HEALTH SERVICES-ADMINISTRATORS, SUPERVISORS, AND JOB INCUMBENTS. (JK)

VT 010 017 ED 035 734
THE ALLIED MEDICAL DEVELOPMENT PROJECT, FOREST PARK COMMUNITY COLLEGE. FINAL REPORT.

JUNIOR COLL. DISTRICT OF ST. LOUIS-ST. LOUIS COUNTY, MO.
KELLOGG (W.K.) FOUNDATION, BATTLE CREEK, MICH.
PUB DATE - 69 71P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *COMMUNITY COLLEGES; CURRICULUM; *PROGRAM DEVELOPMENT; *PROGRAM GUIDE; QUESTIONNAIRES; PHYSICAL FACILITIES; PROGRAM EVALUATION;

CLINICAL EXPERIENCE; ADVISORY COMMITTEES; DENTAL ASSISTANTS; DENTAL HYGIENISTS; MEDICAL ASSISTANTS; DENTAL TECHNOLOGISTS; RADIOLOGIC TECHNOLOGISTS; MEDICAL LABORATORY ASSISTANTS; CHEMICAL TECHNICIANS
IDENTIFIERS - ST. LOUIS COUNTY; MISSOURI; FOREST PARK COMMUNITY COLLEGE

ABSTRACT - THE ALLIED MEDICAL DEVELOPMENT PROJECT WAS CONCEIVED TO DETERMINE THE ROLE OF THE ST. LOUIS-ST. LOUIS COUNTY JUNIOR COLLEGE DISTRICT IN THE EDUCATION OF PERSONNEL FOR ALLIED MEDICAL CAREERS IN THE ST. LOUIS AREA. THE UNDERLYING ASSUMPTION WAS THAT THE DEVELOPMENT OF NEEDED PROGRAMS ON A SOUND BASIS IN THE ST. LOUIS AREA WOULD RESULT IN GENERAL CONCEPTS VALUABLE TO COMMUNITY COLLEGES IN OTHER URBAN AREAS SEEKING TO DEVELOP COURSES OF STUDY IN THE HEALTH FIELD. DURING THE INVESTIGATIVE YEAR, INFORMATION WAS COLLECTED FROM REPRESENTATIVES OF HEALTH SERVICE FACILITIES THROUGH INTERVIEWS, QUESTIONNAIRES, AND REVIEWS OF PERTINENT LITERATURE. DURING THE SECOND YEAR, THE DATA WERE ANALYZED, PROGRAMS SELECTED, AND CURRICULUMS DEVELOPED. DURING THE THIRD YEAR, THE MAJOR EMPHASIS WAS UPON IMPLEMENTATION OF THE SIX SELECTED PROGRAMS, AND A SURVEY WAS CARRIED OUT TO DETERMINE WHAT ALLIED MEDICAL PERSONNEL WERE UTILIZED BY PRIVATE PRACTITIONERS OF MEDICINE, DENTISTRY, AND OPTOMETRY. OTHER SECTIONS OF THE DOCUMENT DEAL WITH CORE CURRICULUM, LIAISON WITH LOCAL AND NATIONAL ORGANIZATIONS, STUDENT EVALUATION OF PROGRAMS, CLINIC AFFILIATION, AND SPECIALIZED ON-CAMPUS FACILITIES. APPENDED ARE: (1) CURRICULUMS ALREADY DEVELOPED AND IMPLEMENTED, (2) TENTATIVE CURRICULUMS FOR FUTURE IMPLEMENTATION, AND (3) GENERAL ACADEMIC REQUIREMENTS. (JK)

VT 010 074
CURRICULUM GUIDES FOR RE-TRAINING IN MEDICAL TECHNOLOGY.

NATIONAL COMMITTEE FOR CAREERS IN MEDICAL TECHNOLOGY, WASHINGTON, D.C.
NATIONAL COUNCIL ON MEDICAL TECHNOLOGY EDUCATION, MEMPHIS, TENN.
NATIONAL INST. OF HEALTH (DHEW), WASHINGTON, D.C. DIV. OF ALLIED HEALTH MANPOWER
NATIONAL COUNCIL ON MEDICAL TECHNOLOGY EDUCATION, 9650 ROCKVILLE PIKE, BETHESDA, MARYLAND 20014 ($2.75).
PUB DATE - JUN67 305P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *MEDICAL TECHNOLOGISTS; *LABORATORY TECHNOLOGY; *CURRICULUM GUIDES; *RETRAINING; ADULT STUDENTS

ABSTRACT - THIS CURRICULUM GUIDE IS INTENDED PRIMARILY FOR THE INSTRUCTOR ENGAGED IN RE-TRAINING MEDICAL TECHNOLOGISTS WHO HAVE BEEN INACTIVE FOR A MINIMUM OF TWO YEARS. MAJOR SECTIONS ARE: (1) BASIC SCIENCE, (2) EXAMINATION OF URINE, SEMEN, AND GASTRO-INTESTINAL CONTENTS, (3) HEMATOLOGY, (4) COAGULATION, (5) BLOOD BANKING AND IMMUNOHEMATOLOGY, (6) MICROBIOLOGY, (7) PARASITOLOGY, (8) IMMUNOLOGY-SEROLOGY, (9) INSTRUMENTATION, (10) CHEMISTRY, (11) RADIOISOTOPES, AND (12) LABORATORY ADMINISTRATION AND SUPERVISION. EACH SECTION INCLUDES A CONTENT OUTLINE, A LISTING OF REFERENCES, AND SAMPLE QUESTIONS. (JK)

VT 010 511
AN INSTRUCTION GUIDE FOR TEACHERS OF HEALTH ASSISTANTS.

PENNSYLVANIA STATE DEPT. OF PUBLIC INSTRUCTION, HARRISBURG. BUREAU OF VOCATIONAL, TECHNICAL AND CONTINUING EDUCATION
STATE SUPERVISOR, HEALTH OCCUPATIONS EDUCATION, PENNSYLVANIA STATE DEPARTMENT OF EDUCATION, P.O. BOX 911, HARRISBURG, PENNSYLVANIA 17126 (SINGLE COPIES).
PUB DATE - 69 36P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; INTERDISCIPLINARY APPROACH; *ENTRY WORKERS; *CURRICULUM GUIDES; *ADMINISTRATOR GUIDES; BIBLIOGRAPHIES; EQUIPMENT; PHYSICAL FACILITIES; HIGH SCHOOLS; OCCUPATIONAL INFORMATION

ABSTRACT - PREPARED BY A COMMITTEE OF LOCAL TEACHERS WITH EXPERIENCE IN PLANNING AND TEACHING A HEALTH ASSISTANT COURSE, THIS HANDBOOK IS DESIGNED TO PROVIDE ASSISTANCE TO ADMINISTRATORS ESTABLISHING PROGRAMS AND TO INSTRUCTORS WHO ARE PLANNING AND TEACHING COURSES. THE HEALTH ASSISTANT IS AN ENTRY WORKER WHO WORKS UNDER THE SUPERVISION OF A PROFESSIONAL SUCH AS A NURSE, PHYSICAL THERAPIST, OR OCCUPATIONAL THERAPIST. COURSE OBJECTIVES RELATE TO THE ACQUISITION OF KNOWLEDGE, SKILLS, ATTITUDES, AND HABITS AS WELL AS CAREER EXPLORATION. THE 1-YEAR COURSE IS INTENDED FOR STUDENTS WHO HAVE COMPLETED THE 10TH GRADE. RECOMMENDED INSTRUCTION TIME IS 15 HOURS PER WEEK. MAJOR SECTIONS DEAL WITH: (1) PHILOSOPHY OF VOCATIONAL EDUCATION, (2) COURSE OBJECTIVES, (3) INSTRUCTIONAL PRACTICES, (4) PHYSICAL FACILITIES, (5) SPECIAL HELPS IN COURSE PLANNING, AND (6) COURSE CONTENT. SOME UNITS ARE: (1) BODY STRUCTURE AND FUNCTIONS, (2) STUDY OF MICROORGANISMS, (3) NUTRITION, (4) DRUG CLASSIFICATIONS AND USAGE, (5) PERSONAL HYGIENE, (6) HEALTH CAREERS, AND (7) INTERPERSONAL RELATIONSHIPS. SAMPLE LESSON PLANS AND PROCEDURE SHEETS, A LISTING OF EQUIPMENT AND SUPPLIES, AND A BIBLIOGRAPHY ARE INCLUDED. (JK)

VT 010 553
BENT, EDWARD W.
EMERGENCY CARE OF THE SICK AND INJURED.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF INDUSTRIAL EDUCATION
CALIFORNIA STATE DEPARTMENT OF EDUCATION, BUREAU OF INDUSTRIAL EDUCATION, FIRE SERVICE TRAINING PROGRAM, 721 CAPITOL MALL, ROOM 414, SACRAMENTO, CALIFORNIA 95814 ($1.50).
PUB DATE - 69 122P.

DESCRIPTORS - *MANUALS; *TRAINING; *EMERGENCY SQUAD PERSONNEL; INJURIES; ILLUSTRATIONS; BIBLIOGRAPHIES; GLOSSARIES

ABSTRACT - THIS MANUAL WAS PREPARED TO AID FIRE SERVICE PERSONNEL IN THEIR EFFORT TO

SAVE LIVES AND MINIMIZE SUFFERING BY PROVIDING A REFERENCE FOR FORMAL TRAINING COURSES, INFORMAL TRAINING SESSIONS, AND INDUSTRIAL STUDY EFFORTS. THE MANUAL IS DIVIDED INTO 12 SECTIONS WHICH GIVE INFORMATION ABOUT THE FOLLOWING TYPES OF RESCUE OPERATIONS: (1) MAKING A DIAGNOSIS, (2) TREATING RESPIRATORY EMERGENCIES, (3) TREATING CIRCULATORY AND HEART EMERGENCIES, (4) TREATING TOXIC GAS AND POISON EMERGENCIES, (5) TREATING FOR HEAT EMERGENCIES, (6) TREATING FLESH AND BONE INJURIES, (7) CHILDBIRTH EMERGENCIES, (8) TREATING FOR SHOCK, (9) TRANSPORTING PATIENTS, (10) TREATING OTHER EMERGENCIES, (11) RESCUE, AND (12) ORGANIZATION AND OPERATION OF RESCUE SQUADS. MANY PICTURES AND DIAGRAMS ARE INCLUDED IN THE BODY OF THE REPORT AND A GLOSSARY OF TERMS AND A BIBLIOGRAPHY ARE APPENDED. (BC)

VT 010 581
CLINICAL LABORATORY ASSISTANT, A STUDY GUIDE.
FILE NO. 309.

ALABAMA UNIV., UNIVERSITY. DEPT. OF TRADE AND INDUSTRIAL EDUCATION
TRADE AND INDUSTRIAL EDUCATION, STATE DEPARTMENT OF EDUCATION, P.O. BOX 2847, UNIVERSITY, ALABAMA 35486 ($2.00, ANSWER BOOK $1.25).
PUB DATE - JAN68 127P.

DESCRIPTORS - *MEDICAL LABORATORY ASSISTANTS; *STUDY GUIDES; *HEALTH OCCUPATIONS EDUCATION; STUDENT RECORDS; BIBLIOGRAPHIES; AUDIO VISUAL AIDS; ANSWER KEYS

ABSTRACT - THIS FOURTH REVISION WAS DEVELOPED BY A COMMITTEE OF TRADE AND INDUSTRIAL EDUCATION COORDINATORS WITH CONSULTATION FROM A GROUP OF MEDICAL TECHNOLOGISTS. THE THREE COMPONENTS ARE A LISTING OF REFERENCES AND AUDIO-VISUAL AIDS, A STUDENT PROGRESS RECORD, AND LESSON SHEETS WHICH PRESENT INFORMATION AND QUESTIONS TO BE ANSWERED BY THE STUDENT. SEVENTY-EIGHT LESSONS ARE GROUPED UNDER THE TOPICS: (1) ORIENTATION, (2) THE MICROSCOPE, (3) URINALYSIS, (4) GASTRIC ANALYSIS, (5) HEMATOLOGY, (6) BLOOD BANKING, (7) CLINICAL CHEMISTRY, (8) ENZYMES, (9) PARASITOLOGY, (10) SEROLOGY, (11) SPINAL FLUID, AND (12) BACTERIOLOGY. AN ANSWER BOOK IS AVAILABLE FOR $1.25 FROM THE SOURCE LISTED ABOVE. (JK)

VT 010 589
NURSE'S AIDE. A STUDY GUIDE AND JOB TESTS.

ALABAMA UNIV., UNIVERSITY DEPT. OF TRADE AND INDUSTRIAL EDUCATION
ALABAMA STATE DEPT. OF EDUCATION, MONTGOMERY. TRADE AND INDUSTRIAL EDUCATION
TRADE AND INDUSTRIAL EDUCATION, STATE DEPARTMENT OF EDUCATION, P.O. BOX 2847, UNIVERSITY, ALABAMA 35486 ($1.75, ANSWER BOOK $1.25, TEST BOOK $1.25, TEST ANSWERS $.75).
PUB DATE - JAN67 170P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *NURSES AIDES; *STUDY GUIDES; ANSWER KEYS; *TESTS; STUDENT RECORDS; BIBLIOGRAPHIES

ABSTRACT - THIS THIRD REVISION, PREPARED BY TRADE AND INDUSTRIAL COORDINATORS, INCLUDES A STUDY GUIDE COMPOSED OF A BIBLIOGRAPHY, A STUDENT PROGRESS RECORD, AND 72 LESSONS OF QUESTIONS AND INFORMATION SHEETS. A JOB TEST BOOKLET PRESENTS AN OBJECTIVE TEST FOR EACH LESSON. AN ANSWER BOOK KEYED TO THE STUDY GUIDE AND AN ANSWER BOOK KEYED TO THE JOB TEST BOOKLET ARE AVAILABLE FROM THE SOURCE OF THE DOCUMENT AT $1.25 AND $.75 RESPECTIVELY. (JK)

VT 010 687
DENTAL ASSISTANT.

ALABAMA UNIV., UNIVERSITY. DEPT. OF TRADE AND INDUSTRIAL EDUCATION
FILE NO. 314-P
TRADE AND INDUSTRIAL EDUCATION, STATE DEPARTMENT OF EDUCATION, P.O. BOX 2847, UNIVERSITY, ALABAMA 35486 ($2.50, ANSWER BOOK $1.50).
PUB DATE - SEP69 111P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *STUDY GUIDES; DENTAL TECHNICIANS; *DENTAL ASSISTANTS; *JOB SKILLS; ON THE JOB TRAINING; WORKBOOKS

ABSTRACT - REVISED BY A COMMITTEE OF TRADE AND INDUSTRIAL EDUCATION COORDINATORS, THIS STUDY GUIDE IS FOR STUDENTS USE IN CHECKING PROGRESS IN ATTAINING SKILLS NECESSARY FOR A DENTAL ASSISTANT. THE FIRST PART OF THE GUIDE CONTAINS A LISTING OF 88 JOB SKILLS WITH SPACES FOR THE STUDENT TO CHECK HIS JOB PROGRESS IN A FOUR-STEP METHOD OF ON-THE-JOB TRAINING, AND HIS RELATED STUDY PROGRESS IN READING REFERENCE MATERIAL AND ANSWERING STUDY QUESTIONS. THE REMAINING PART OF THE GUIDE CONTAINS STUDY QUESTIONS AND SUGGESTED REFERENCES FOR THE 88 JOB SKILLS. A BIBLIOGRAPHY OF STUDENT REFERENCES IS INCLUDED. AN ANSWER BOOK "ANSWER BOOK FOR DENTAL ASSISTANT" MAY BE OBTAINED FROM THE SOURCE OF AVAILABILITY INDICATED FOR THIS DOCUMENT. (SB)

VT 011 042
SOLTESZ, SHIRLEY F.
SELECTED MEDICAL TERMINOLOGY.

ARGYLE PUBLISHING CORP., NEW YORK, N.Y.
UNITED HOSPITAL FUND OF NEW YORK, N.Y.
ARGYLE ANALEARN ASSOCIATES, 235 PARK AVENUE SOUTH, NEW YORK, NEW YORK 10003 ($9.75).
PUB DATE - 68 415P.

DESCRIPTORS - *PROGRAMED TEXTS; *PARAMEDICAL OCCUPATIONS; *HEALTH OCCUPATIONS EDUCATION; AUTOINSTRUCTIONAL AIDS; *HOSPITAL PERSONNEL; VOCABULARY; *MEDICAL VOCABULARY; ADULT VOCATIONAL EDUCATION

ABSTRACT - WRITTEN BY THE PROJECT DIRECTOR OF THE ARGYLE PUBLISHING CORPORATION, THIS PROGRAMED TEXT WILL PROVIDE NONPROFESSIONAL HOSPITAL PERSONNEL WITH SELF-INSTRUCTION IN PRONUNCIATION, SPELLING, AND DEFINITIONS OF NEARLY 200 FREQUENTLY USED MEDICAL TERMS. CONTENTS COVER FIVE MAJOR SUBJECT AREAS: (1) BASIC ABNORMAL CONDITIONS OF THE BODY, (2) BASIC WORD STEMS AND SUFFIXES, (3) ANATOMY, STEM WORDS, PREFIXES AND SUFFICES, (4)

DESCRIPTIVE OPPOSITES, AND (5) EMERGENCY TERMS. THE FORMAT CONSISTS OF STATEMENTS OR QUESTIONS REQUIRING RESPONSES, FOLLOWED IN THE NEXT COLUMN BY THE ANSWERS. AN INDEX OF TERMS IS ALSO INCLUDED. THE TRAINEE USING THIS TEXT SHOULD HAVE A COMMAND OF THE ENGLISH LANGUAGE, SKILLS AND KNOWLEDGE EQUIVALENT TO A HIGH SCHOOL GRADUATE, AND SHOULD BE EMPLOYED WHERE HE WILL BE ABLE TO WEAR AND APPLY THE TERMS LEARNED. (AW)

VT 011 044
BLYTH, JOHN W.; SOLTESZ, S.F.
HOW TO TRAIN HOSPITAL EMPLOYEES. A SELF-INSTRUCTIONAL PROGRAMMED COURSE FOR TRAINING HOSPITAL EMPLOYEES.

ARGYLE PUBLISHING CORP., NEW YORK, N.Y.
UNITED HOSPITAL FUND, NEW YORK, N.Y.
ARGYLE ANALEARN ASSOCIATES, 235 PARK AVENUE SOUTH, NEW YORK, NEW YORK 10003 ($4.50).
PUB DATE - 67 132P.

DESCRIPTORS - *PROGRAMED TEXTS; *HEALTH OCCUPATIONS EDUCATION; *HOSPITAL PERSONNEL; *SUPERVISORY TRAINING; ADULT VOCATIONAL EDUCATION

ABSTRACT - PREPARED BY THE EDITOR-IN-CHIEF OF THE ARGYLE PUBLISHING CORPORATION'S PROGRAMED COURSES IN COLLABORATION WITH A PROJECT DIRECTOR OF THE ARGYLE PROGRAMING STAFF, THIS PROGRAMED TEXT IS DESIGNED TO TRAIN HOSPITAL EMPLOYEES TO PREPARE FOR TRAINING, IDENTIFYING TRAINING NEEDS, APPLY TRAINING PRINCIPLES, AND MAINTAIN GOOD PERFORMANCE. THE FORMAT CONSISTS OF STATEMENTS OF FACT, FOLLOWED BY QUESTIONS TO BE ANSWERED OR STATEMENTS TO BE COMPLETED, WITH THE CORRECT ANSWER SUPPLIED ON THE FOLLOWING PAGE. CONTENTS INCLUDE: (1) WHY GOOD TRAINING MATTERS, (2) HOW TO TRAIN, (3) PREPARATION FOR TRAINING, AND (4) FOLLOW-UP OF TRAINING. INFORMATION SHEETS AND SAMPLE JOB BREAKDOWN FORMS ARE APPENDED. (AW)

VT 011 073
GUIDELINES FOR THE TRAINING OF CENTRAL SERVICE AIDES.

FLORIDA STATE DEPT. OF EDUCATION, TALLAHASSEE. DIV. OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION
BULLETIN 77L-6
PUB DATE - JUL69 23P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *PROGRAM GUIDES; GUIDELINES; SERVICE OCCUPATIONS; *HEALTH PERSONNEL; HOSPITALS; NURSING HOMES; *PARAMEDICAL OCCUPATIONS; ON THE JOB TRAINING; PROGRAM DESCRIPTIONS IDENTIFIERS - *CENTRAL SERVICE AIDES

ABSTRACT - DEVELOPED BY THE FLORIDA DIVISION OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION, THIS PROGRAM GUIDE CONTAINS GUIDELINES FOR A TRAINING COURSE FOR CENTRAL SERVICE AIDES. TRAINEES SHOULD BE AT LEAST 18 YEARS OF AGE WITH AN EIGHTH-GRADE OR EQUIVALENT EDUCATION AND MINIMUM SCORE ON APPROPRIATE APTITUDE TEST. ENROLLMENT SHOULD BE LIMITED TO A MAXIMUM OF 15 STUDENTS, AND THE TEACHER SHOULD BE A REGISTERED NURSE WITH RECENT EXPERIENCE IN NURSING AND A VALID VOCATIONAL EDUCATION TEACHING CERTIFICATE. THE COURSE CONSISTS OF 100 HOURS OF CLINICAL EXPERIENCE IN AN APPROVED HOSPITAL OR NURSING HOME AND 80 HOURS OF CLASSROOM INSTRUCTION IN THESE SUGGESTED TOPICS: (1) GENERAL CARE OF SUPPLIES AND EQUIPMENT, (2) STERILIZATION AND DISINFECTION, (3) PREPARATION OF LINENS FOR USE, (4) PREPARATION OF TRAYS FOR STERILIZATION, (5) PREPARATION OF EQUIPMENT FOR REUSE, (6) DISPENSING OF SUPPLIES AND EQUIPMENT, AND (7) EFFECTIVE STORAGE METHODS. A SAMPLE COURSE OUTLINE, SUGGESTED READING MATERIALS, CONTRACTUAL AGREEMENT, AND SUGGESTED EQUIPMENT AND SUPPLIES ARE APPENDED. (SB)

VT 011 175 ED 040 285
CURRICULUM GUIDE FOR HEALTH OCCUPATIONS.

OREGON STATE BOARD OF EDUCATION, SALEM. DIV. OF COMMUNITY COLLEGES AND CAREER EDUCATION
OREGON BOARD OF EDUCATION, COMMUNITY COLLEGES AND CAREER EDUCATION, 942 LANCASTER DRIVE, NE, SALEM, OREGON 97310.
PUB DATE - DEC69 163P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *STATE CURRICULUM GUIDES; *HEALTH OCCUPATIONS; TASK ANALYSIS; *COURSE CONTENT; MANPOWER NEEDS; *OCCUPATIONAL CLUSTERS; PROGRAM GUIDES; EMPLOYMENT OPPORTUNITIES; JOB SKILLS; SECONDARY GRADES; ENTRY WORKERS; CURRICULUM PLANNING

ABSTRACT - DEVELOPED BY TEACHERS AND REPRESENTATIVES OF THE HEALTH SERVICE INDUSTRIES, THIS CURRICULUM GUIDE OUTLINES THE BASIC SKILLS AND KNOWLEDGE NECESSARY FOR ENTRY-LEVEL COMPETENCIES IN THE HEALTH FIELD OR FOR ENTRANCE INTO A POST-HIGH SCHOOL OR UNIVERSITY PROGRAMS. SECTION 1, OCCUPATIONAL AND INSTRUCTIONAL DATA, PROVIDES MANPOWER DATA AND AN ANALYSIS OF TASKS AND DUTIES FOR: (1) DENTAL ASSISTANT, (2) DENTAL HYGIENIST, (3) DENTAL LABORATORY TECHNICIAN, (4) MEDICAL ASSISTANT, (5) INHALATION THERAPIST, (6) MEDICAL-LABORATORY ASSISTANT, (7) NURSES AIDE, (8) NURSES, GENERAL DUTY, (9) NURSES, LICENSED PRACTICAL, AND (10) OCCUPATIONAL THERAPY AIDE. SECTION 2, CLUSTER CURRICULUM, INCLUDES A SUGGESTED SECONDARY CURRICULUM PATTERN FOR GRADES 9-12 AND DESCRIPTIONS OF SUGGESTED SPECIALTY COURSES FOR GRADES 11 AND 12. SECTION 3, OCCUPATIONAL SPECIALTY COURSES, PROVIDES OBJECTIVES, CONTENT, LEARNING ACTIVITIES, AND EVALUATION FOR: (1) HUMAN BODY STRUCTURE AND FUNCTION, (2) MICROBES AND DISEASE, (3) HEALTH TEAM RELATIONS, (4) PATIENT RELATIONS, AND (5) HEALTH CARE SKILLS I AND II. EVALUATIVE CRITERIA, EQUIPMENT AND SUPPLY COSTS, SOURCES FOR INSTRUCTIONAL MATERIALS, INSTRUCTOR QUALIFICATIONS, AND EMPLOYMENT OPPORTUNITIES ARE APPENDED. (SB)

VT 011 208
DENTAL ASSISTING. A SUGGESTED COURSE OUTLINE.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. TRADE AND INDUSTRIAL EDUCATION SERVICE.
OHIO TRADE AND INDUSTRIAL EDUCATION SERVICE, INSTRUCTIONAL MATERIALS LABORATORY, THE OHIO

STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210 ($1.00).
PUB DATE - 70 61P.

DESCRIPTORS - *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *DENTAL ASSISTANTS; *PARAMEDICAL OCCUPATIONS; GRADE 11; GRADE 12

ABSTRACT - DEVELOPED BY A COMMITTEE OF VOCATIONAL TRADE AND INDUSTRIAL EDUCATION PERSONNEL, THIS SUGGESTED CURRICULUM GUIDE IS DESIGNED TO AID INSTRUCTORS IN ORGANIZING BEGINNING DENTAL ASSISTING INSTRUCTIONAL PROGRAMS FOR GRADES 11 AND 12. FIFTEEN INSTRUCTIONAL UNITS, EACH LISTING THE MANIPULATIVE, RELATED TECHNOLOGY, AND REFERENCE MATERIAL, INCLUDE: (1) ORIENTATION, (2) ETHICS, (3) DENTAL ANATOMY, (4) DENTAL AND LABORATORY MATERIALS, (5) MICROBIOLOGY AND STERILIZATION, (6) PREVENTIVE DENTISTRY, (7) OPERATIVE-CHAIRSIDE ASSISTING, (8) SPECIALTIES-CHAIRSIDE ASSISTING, (9) RADIOLOGY, (10) PHARMACOLOGY, (11) ORAL PATHOLOGY, (12) DIET AND NUTRITION, (13) FIRST AID AND DENTAL EMERGENCIES, (14) HUMAN RELATIONS, AND (15) OFFICE PRACTICE. TEACHING AIDS AND SOURCES, PROGRESS CHART HEADINGS, NECESSARY EQUIPMENT AND HAND TOOLS, AND AN EXTENSIVE BIBLIOGRAPHY ARE ALSO PROVIDED. (AW)

VT 011 214
DENTAL ASSISTING IN ORTHODONTICS: A CONTINUING EDUCATION COURSE.

AMERICAN DENTAL ASSISTANTS ASSOCIATION, CHICAGO, ILL.
PUB DATE - ND 37P.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING GUIDES; ADULT VOCATIONAL EDUCATION; *HEALTH OCCUPATIONS EDUCATION; *PARAMEDICAL OCCUPATIONS; *DENTAL ASSISTANTS

ABSTRACT - DESIGNED FOR EMPLOYED DENTAL ASSISTING PERSONNEL, THIS COURSE IS INTENDED PRIMARILY TO AID THE ASSISTANT IN ORTHODONTICS TOWARD IMPROVED PROFICIENCY IN CHAIRSIDE AND OFFICE PROCEDURES, BUT ALSO PROVIDES INFORMATION ABOUT ORTHODONTIC PROCEDURES FOR THE ASSISTANT EMPLOYED IN OTHER SPECIALITIES OR GENERAL PRACTICE. CONTENTS CONSIST OF FIVE SECTIONS, INCLUDING: (1) INTRODUCTION, (2) ASSISTING DURING EXAMINATION, (3) ASSISTING DURING TREATMENT, (4) ASSISTING DURING ADJUSTMENT AND COMPLETION APPOINTMENTS, AND (5) OFFICE MANAGEMENT AND RELATED RESPONSIBILITIES. A BIBLIOGRAPHY, SAMPLE EXAMINATION, INSTRUCTOR'S ANSWER KEY, AND SUGGESTIONS FOR PRESENTING THE COURSE ARE ALSO GIVEN. THE COURSE REQUIRES A MINIMUM OF 16 HOURS, WITH EIGHT 2-HOUR SESSIONS RECOMMENDED, AND SHOULD BE TAUGHT BY A TEAM OF TWO OR THREE ORTHODONTISTS. A RELATED DOCUMENT ON ORTHODONTIC LABORATORY ASSISTING IS AVAILABLE AS VT 011 232 (ALSO IN THIS ISSUE). (AW)

VT 011 217
CONTINUING EDUCATION COURSE IN COMMUNITY WATER FLUORIDATION. INSTRUCTOR'S MANUAL.

AMERICAN DENTAL ASSISTANTS ASSOCIATION, CHICAGO, ILL. EDUCATION COMMITTEE.
PUB DATE - 65 23P.

DESCRIPTORS - *TEACHING GUIDES; *HEALTH OCCUPATIONS EDUCATION; *DENTAL ASSISTANTS; *PARAMEDICAL OCCUPATIONS; ADULT VOCATIONAL EDUCATION
IDENTIFIERS - *FLUORIDATION

ABSTRACT - FOR USE WITH A RELATED COURSE OUTLINE AVAILABLE AS VT 011 218 (ALSO IN THIS ISSUE), THIS INSTRUCTOR'S MANUAL IS DESIGNED TO AID IN PREPARING DENTAL ASSISTANTS TO PROMOTE PATIENT AND COMMUNITY UNDERSTANDING OF FLUORIDATION. CONTENTS INCLUDE INFORMATION ON: (1) TERMINOLOGY, (2) TYPES OF FLUORIDATION, (3) PROBLEM OF TOOTH DECAY, (4) FUNCTIONS OF FLUORIDES, (5) HISTORY AND EFFECTIVENESS OF FLUORIDATION, (6) ALTERNATIVE WAYS OF USING FLUORIDES, (7) EXPLANATION OF THE FLUORIDATION PROCESS, (8) SAFETY COST, AND LEGALITY OF FLUORIDATION, (9) A STUDY OF THE CONTROVERSY OVER FLUORIDATION, INCLUDING ARGUMENTS OF PROPONENTS, AND OPPONENTS, (10) EDUCATING THE COMMUNITY CONCERNING ITS NEED FOR FLUORIDATION, AND (11) THE ROLE OF THE DENTAL ASSISTANT IN PROMOTING FLUORIDATION. SUGGESTIONS FOR PRESENTING THE COURSE, INSTRUCTIONAL AIDS AND RESOURCES, AND RECOMMENDED FILMS ARE ALSO PROVIDED. (AW)

VT 011 218
CONTINUING EDUCATION COURSE IN COMMUNITY WATER FLUORIDATION.

AMERICAN DENTAL ASSISTANTS ASSOCIATION, CHICAGO, ILL. EDUCATION COMMITTEE.
PUB DATE - 65 12P.

DESCRIPTORS - *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *PARAMEDICAL OCCUPATIONS; *DENTAL ASSISTANTS; ADULT VOCATIONAL EDUCATION
IDENTIFIERS - *FLUORIDATION

ABSTRACT - THIS 12-HOUR COURSE IS DESIGNED TO PREPARE DENTAL ASSISTANTS TO EFFECTIVELY PROMOTE PATIENT AND COMMUNITY UNDERSTANDING OF FLUORIDATION. TOPICAL OUTLINES OF SIX 2-HOUR LESSONS ARE GIVEN, COVERING: (1) TYPES OF FLUORIDATION, (2) HISTORY AND EFFECTIVENESS OF THE PROCESS, (3) ARGUMENTS OF FLUORIDATION'S PROPONENTS AND OPPONENTS, (4) SCIENTIFIC EVALUATION OF THE PROCESS, (5) SAFETY, LEGALITY, AND COST OF THE PROCESS, (6) PLANS FOR EFFECTIVELY EDUCATING THE COMMUNITY CONCERNING ITS NEED FOR FLUORIDATION, AND (7) THE ROLE OF THE DENTAL ASSISTANT IN EDUCATING THE PUBLIC TO THIS NEED. FILMS RECOMMENDED FOR USE WITH THE COURSE ARE LISTED, WITH BRIEF ANNOTATIONS AND AVAILABILITIES. THE RELATED INSTRUCTOR'S MANUAL IS AVAILABLE AS VT 011 217 (ALSO IN THIS ISSUE). (AW)

VT 011 219
THE ROLE OF THE DENTAL ASSISTANT IN OFFICE MANAGEMENT.

AMERICAN DENTAL ASSISTANTS ASSOCIATION, CHICAGO, ILL. EDUCATION COMMITTEE.
PUB DATE - 62 15P.

DESCRIPTORS - *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *PARAMEDICAL OCCUPATIONS; *DENTAL ASSISTANTS; ADULT VOCATIONAL EDUCATION; *OFFICE MANAGEMENT

ABSTRACT - THE PURPOSE OF THIS COURSE OUTLINE IS TO ACQUAINT THE DENTAL ASSISTANT WITH HER ROLE AND RESPONSIBILITIES IN THE BUSINESS AND MANAGEMENT OF THE DENTAL OFFICE. CONTENTS OF THE 12-HOUR COURSE INCLUDE MAINTAINING OFFICE POLICIES, KEEPING RECORDS, HANDLING APPOINTMENTS, ENCOURAGING GOOD PUBLIC RELATIONS, ORDERING SUPPLIES, AND GENERALLY ORGANIZING AND MAINTAINING EFFICIENT BUSINESS PROCEDURES. FILMS FOR USE WITH THE COURSE ARE LISTED WITH AVAILABILITIES AND BRIEF ANNOTATIONS. (AW)

VT 011 220
ORAL HISTOLOGY.

AMERICAN DENTAL ASSISTANTS ASSOCIATION, CHICAGO, ILL. EDUCATION COMMITTEE
PUB DATE - 58 12P.

DESCRIPTORS - *CURRICULUM GUIDES; *PARAMEDICAL OCCUPATIONS; *DENTAL ASSISTANTS; *ADULT VOCATIONAL EDUCATION; *HEALTH OCCUPATIONS EDUCATION

ABSTRACT - THIS GUIDE IS INTENDED TO PROVIDE THE DENTAL ASSISTANT WITH A GENERAL KNOWLEDGE OF THE TISSUES OF THE ORAL CAVITY AND OF THE PROCESS OF TOOTH DEVELOPMENT. THE 12-HOUR COURSE PRESENTS BRIEF INTRODUCTORY MATERIAL FOLLOWED BY TOPICAL OUTLINES COVERING: (1) ORAL MUCOUS MEMBRANE, (2) GINGIVA, (3) GLANDS OF THE ORAL CAVITY, (4) TOOTH DEVELOPMENT AND ERUPTION, (5) TISSUES OF THE TOOTH, AND (6) SUPPORTING STRUCTURES. A SUGGESTED ASSIGNMENT PROJECT, TEXT REFERENCES, AND A VOCABULARY LIST ARE INCLUDED. (AW)

VT 011 221
CHAIRSIDE ASSISTING.

AMERICAN DENTAL ASSISTANTS ASSOCIATION, CHICAGO, ILL.
PUB DATE - 70 37P.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING GUIDES; *HEALTH OCCUPATIONS EDUCATION; *PARAMEDICAL OCCUPATIONS; *DENTAL ASSISTANTS; ADULT VOCATIONAL EDUCATION

ABSTRACT - DESIGNED TO IMPROVE THE DENTAL ASSISTANT'S CHAIRSIDE SERVICE, THIS COURSE PREPARES THE LEARNER TO SELECT CORRECT DENTAL INSTRUMENTS FOR A GIVEN PROCEDURE, DELIVER AND RECEIVE INSTRUMENTS AT THE CHAIRSIDE, MAINTAIN A CLEAR OPERATING FIELD, PREPARE AND DELIVER DENTAL MATERIALS, AND DISMISS THE PATIENT IN ACCORDANCE WITH ESTABLISHED STANDARDS. FIVE SECTIONS ARE OUTLINED, WITH SECTIONS ONE AND TWO COVERING PRECLINICAL INSTRUCTION, SECTION THREE DEALING WITH THE ORGANIZATION OF INSTRUMENTS AND MATERIALS FOR MULTISURFACE AMALGAM RESTORATION, SECTION FOUR COVERING PATIENT PREPARATION, AND SECTION FIVE CONCERNED WITH CHAIRSIDE ASSISTING DURING TREATMENT. OBJECTIVES, EQUIPMENT NEEDED, AND NOTES FOR INSTRUCTORS ARE GIVEN FOR EACH SECTION. AN ANNOTATED LISTING OF FILMS RECOMMENDED FOR USE WITH THE COURSE IS INCLUDED. A MINIMUM OF 16 HOURS SHOULD BE USED IN PRESENTING THE COURSE, WITH EIGHT 2-HOUR SESSIONS RECOMMENDED. (AW)

VT 011 224
REFERENCE BOOKS, PACKAGE LIBRARIES, AND MOTION PICTURES FOR DENTAL ASSISTANTS.

AMERICAN DENTAL ASSISTANTS ASSOCIATION, CHICAGO, ILL. EDUCATION COMMITTEE.
PUB DATE - ND 16P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *DENTAL ASSISTANTS; *RESOURCE MATERIALS; *BIBLIOGRAPHIES; REFERENCE BOOKS; FILMS; CORRESPONDENCE COURSES

ABSTRACT - THIS RESOURCE PAMPHLET LISTS THE FOLLOWING MATERIALS FOR DENTAL ASSISTANTS: (1) 135 REFERENCE BOOKS DATED FROM 1947-1969, (2) 17 CORRESPONDENCE AND CONTINUING EDUCATION COURSES, (3) 23 FILMS, AND (4) SIX PACKAGE LIBRARIES, EACH COMPOSED OF CLIPPINGS AND REPRINTS ON A PARTICULAR SUBJECT. INSTRUCTIONS FOR RENTING OR BORROWING THE MATERIALS ARE INCLUDED. (SB)

VT 011 231
THE ROLE OF THE DENTAL ASSISTANT IN PATIENT INFORMATION AND INSTRUCTION ON DENTAL HEALTH EDUCATION.

AMERICAN DENTAL ASSISTANTS ASSOCIATION, CHICAGO, ILL. EDUCATION COMMITTEE.
PUB DATE - 67 16P.

DESCRIPTORS - *RESOURCE MATERIALS; *STUDY GUIDES; *DENTAL ASSISTANTS; *PARAMEDICAL OCCUPATIONS; HEALTH PERSONNEL; *DENTAL HEALTH

ABSTRACT - IN THIS 12-HOUR COURSE, DENTAL ASSISTANTS WILL LEARN HOW TO EDUCATE PATIENTS IN PREVENTIVE DENTISTRY. CONTENTS INCLUDE: (1) OBJECTIVES OF COMMUNITY DENTAL HEALTH PROGRAMS, (2) OBJECTIVES OF PATIENT EDUCATION, (3) APPROACHES FOR ACHIEVING PATIENT EDUCATION, (4) SUGGESTIONS FOR COMMUNICATION TO ACHIEVE PATIENT UNDERSTANDING, (5) AREAS TO BE COVERED IN PATIENT EDUCATION, (6) SAMPLES AND EXAMPLES OF TYPICAL SITUATIONS IN THE USE OF PATIENT EDUCATION, (7) A SAMPLE LESSON ANALYSIS SHEET, INCLUDING OBJECTIVES, REFERENCES, MATERIALS, MOTIVATION, PRESENTATION, APPLICATION, AND EVALUATION, AND (8) A SAMPLE PROCEDURE SHEET FOR BASIC TECHNIQUES, COVERING MATERIALS NEEDED, INTRODUCTION, INSTRUCTION, AND TEST. A LIST OF REFERENCES AND OF FILMS AND SLIDES RECOMMENDED FOR USE WITH THE COURSE ARE ALSO PROVIDED. (AW)

VT 011 232
LABORATORY ASSISTING IN ORTHODONTICS: A CONTINUING EDUCATION COURSE.

AMERICAN DENTAL ASSISTANTS ASSOCIATION, CHICAGO, ILL. EDUCATION COMMITTEE.
PUB DATE - JAN69 31P.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING

GUIDES; *HEALTH OCCUPATIONS EDUCATION; *PARAMEDICAL OCCUPATIONS; *DENTAL ASSISTANTS; ADULT VOCATIONAL EDUCATION

ABSTRACT - DESIGNED FOR EMPLOYED DENTAL ASSISTING PERSONNEL, THIS COURSE IS INTENDED PRIMARILY TO AID THE ASSISTANT IN ORTHODONTICS TOWARD IMPROVED PROFICIENCY IN LABORATORY PROCEDURES, BUT ALSO PROVIDES ASSISTANTS IN GENERAL PRACTICE OR OTHER DENTAL SPECIALITIES WITH AN AWARENESS OF THE SCOPE OF ORTHODONTIC LABORATORY PROCEDURES. CONTENTS CONSIST OF FIVE SECTIONS, INCLUDING: (1) INTRODUCTION TO LABORATORY ASSISTING IN ORTHODONTICS, (2) STUDY MODEL CONSTRUCTION, (3) SOLDERING ORTHODONTIC APPLIANCES, (4) WELDING ORTHODONTIC APPLIANCES, AND (5) CONSTRUCTION OF ACRYLIC PORTION OF RETAINERS. A BIBLIOGRAPHY, SAMPLE EXAMINATION, INSTRUCTOR'S ANSWER KEY, AND SUGGESTIONS FOR COURSE PRESENTATION ARE ALSO PROVIDED. A MINIMUM OF 16 HOURS SHOULD BE ALLOTTED FOR COVERING THE MATERIAL, WITH EIGHT 2-HOUR SESSIONS RECOMMENDED, AND COURSE INSTRUCTION SHOULD BE PROVIDED BY A TEAM OF TWO OR THREE ORTHODONTISTS. THE PREREQUISITE COURSE, "DENTAL ASSISTING IN ORTHODONTICS," IS AVAILABLE AS VT 011 214 (ALSO IN THIS ISSUE). (AW)

VT 011 431 ED 041 152
KURITSKY, JOEL; GOLDSMITH, KATHERINE L.
A STUDY OF AN EMERGING OCCUPATION: THE GASTROENTEROLOGY ASSISTANT. INTERIM REPORT.

CALIFORNIA UNIV., LOS ANGELES. DIV. OF VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. BUREAU OF RESEARCH
OEG-0-8-080627-4672(085) 08
BR-8-0627
PUB DATE - MAR70 43P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *CURRICULUM DEVELOPMENT; *JOB DEVELOPMENT; *SUBPROFESSIONALS; *OCCUPATIONAL INFORMATION; EDUCATIONAL NEEDS; RESEARCH PROJECTS; EDUCATIONAL PROGRAMS; ON THE JOB TRAINING
IDENTIFIERS - *GASTROENTEROLOGY ASSISTANT; UNIVERSITY OF CALIFORNIA AT LOS ANGELES; UCLA; UCLA ALLIED HEALTH PROFESSIONS PROJECTS

ABSTRACT - TO DETERMINE THE NEED, DESIRABILITY, AND TRAINING REQUIREMENTS FOR A GASTROENTEROLOGY ASSISTANT TRAINING PROGRAM, INTERVIEWS WITH GASTROENTEROLOGISTS, A SURVEY OF 15 HOSPITALS, AND OBSERVATIONS OF GASTROENTEROLOGY LABORATORIES WERE CONDUCTED. IN ADDITION, A QUESTIONNAIRE TO ASCERTAIN WHICH LABORATORY TESTS THE ASSISTANT WOULD PERFORM WAS ADMINISTERED TO 18 OF THE 27 PHYSICIANS SURVEYED. SOME FINDINGS AND RECOMMENDATIONS WERE: (1) THE NEED FOR A GASTROENTEROLOGY ASSISTANT WAS SUPPORTED, (2) A JOB DESCRIPTION HAS BEEN FORMULATED, (3) A SHORT ON-THE-JOB TRAINING PROGRAM, WITH A COMPREHENSIVE TRAINING MANUAL, WOULD BE APPROPRIATE IN MOST CASES, (4) THE SUGGESTED TRAINING PROGRAM COULD PROVIDE A MEANS OF UPGRADING EXISTING PERSONNEL SKILLS, AND (5) A SALARY RANGE OF $5,000 TO $7,000 WITH OPPORTUNITIES FOR ADVANCEMENT, WOULD BE ADEQUATE IN MANY CASES. ADDITIONAL BACKGROUND INFORMATION IS AVAILABLE AS ED 037 070 OR VT 010 603 (ARM FALL 1970) AND OTHER ALLIED HEALTH PROFESSIONS PROJECTS ARE VT 011 425-VT 011 432, IN THIS ISSUE. (SB)

VT 011 432 ED 041 153
KINGSTON, RICHARD D.
DENTAL AUXILIARY OCCUPATIONS. INTERIM REPORT.

CALIFORNIA UNIV., LOS ANGELES. DIV. OF VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. BUREAU OF RESEARCH
OEG-0-8-080627-4672(085) 08
BR-8-0627
PUB DATE - APR70 42P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *DENTAL ASSISTANTS; *DENTAL HYGIENISTS; *DENTAL TECHNICIANS; *CURRICULUM DEVELOPMENT; CORE CURRICULUM; EDUCATIONAL NEEDS; EDUCATIONAL PROGRAMS; TASK ANALYSIS; RESEARCH PROJECTS
IDENTIFIERS - UNIVERSITY OF CALIFORNIA AT LOS ANGELES; UCLA; UCLA ALLIED HEALTH PROFESSIONS PROJECTS

ABSTRACT - AS PART OF A DENTAL AUXILIARIES PROJECT, A DENTAL AUXILIARY NATIONAL TECHNICAL ADVISORY COMMITTEE WAS ESTABLISHED, AND ITS MAJOR UNDERTAKING WAS TO ASSIST IN THE DEVELOPMENT OF A FUNCTIONAL INVENTORY FOR EACH OF THE THREE DENTAL AUXILIARY OCCUPATIONS (DENTAL ASSISTING, DENTAL HYGIENE, AND DENTAL LABORATORY TECHNOLOGY). THE ANALYSIS CONSISTED OF SUBDIVIDING THE TASK LIST INTO FIVE CATEGORIES AND DEVELOPING A SURVEY INSTRUMENT TO ANSWER QUESTIONS ABOUT EACH TASK FUNCTION. CURRENTLY, 900 SURVEY INSTRUMENTS HAVE BEEN DISTRIBUTED NATIONALLY, AND THE RESULTS WILL BE SUMMARIZED IN A LATER REPORT. THE INSTRUCTIONAL FORMAT WHICH ALLOWS FOR INDIVIDUALIZED INSTRUCTION, CONSISTS OF 18 UNITS INTENDED TO ENCOMPASS SKILLS AND CONCEPTS REQUIRED FOR PERFORMANCE IN EACH DENTAL AUXILIARY FUNCTIONAL AREA. CORE AND SUB-CORE CURRICULUM POSSIBILITIES ARE BEING SELECTED. ADDITIONAL BACKGROUND MATERIAL IS AVAILABLE AS ED 037 070 (RIE JULY 1970) OR VT 010 603 (ARM FALL 1970), AND OTHER ALLIED HEALTH PROFESSIONALS PROJECTS ARE VT 011 425-VT 011 431 IN THIS ISSUE. (SB)

VT 011 455
DENTAL ASSISTANT TRAINING; STANDARD COURSE OUTLINE.

PUBLIC HEALTH SERVICE (DHEW), WASHINGTON, D.C. DIV. OF INDIAN HEALTH
PUB DATE - MAR70 51P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *CURRICULUM GUIDES; *DENTAL ASSISTANTS; *AMERICAN INDIANS; POST SECONDARY EDUCATION

ABSTRACT - THIS COURSE OUTLINE IS FOR USE IN A 10-MONTH POST-HIGH SCHOOL PROGRAM DESIGNED TO TRAIN DENTAL ASSISTANTS FOR SERVICE IN THE INDIAN HEALTH SERVICE (IHS). CONTENTS INCLUDE BRIEF DESCRIPTIVE INFORMATION ON THE PROGRAM, FOLLOWED BY 10 INSTRUCTIONAL UNITS COVERING: (1) ORIENTATION, (2) OFFICE PROCEDURES, (3) PRE-CLINICAL SCIENCES, (4) DENTAL MATERIALS, (5) CLINICAL SCIENCES, (6) CLINICAL

APPLICATION, (7) LABORATORY AND TECHNICAL APPLICATION, (8) ON-THE-JOB TRAINING IN PRIVATE OFFICE, (9) REVIEW OF DENTAL HEALTH EDUCATION, AND (10) THE DENTAL PROGRAM. EACH UNIT IS DIVIDED INTO SUBUNITS PROVIDING CONTENT, APPLICATIONS, REFERENCES AND VISUAL AIDS, ASSIGNED READINGS, AND DEMONSTRATIONS. RELATED DOCUMENTS ARE AVAILABLE AS ED 030 744 OR VT 008 791 (AIM WINTER 1969), AND VT 011 456 AND VT 011 457 (BOTH IN THIS ISSUE). (AW)

VT 011 456
LATHROP, ROBERT L.
GUIDELINES FOR A DENTAL ASSISTING CURRICULUM IN THE INDIAN HEALTH SERVICE, VOLUME I.

PUBLIC HEALTH SERVICE (DHEW), WASHINGTON, D.C. DIV. OF INDIAN HEALTH
PUB DATE - 69 248P.

DESCRIPTORS - *CURRICULUM GUIDES; *CURRICULUM DEVELOPMENT; *HEALTH OCCUPATIONS EDUCATION; *DENTAL ASSISTANTS; *CURRICULUM PLANNING; POLICY FORMATION

ABSTRACT - AS A RECORD OF A DENTAL PUBLIC HEALTH RESIDENCY PROJECT COMPLETED BETWEEN JULY 1967 AND JUNE 1968 AT THE DENTAL HEALTH CENTER, DIVISION OF PUBLIC HEALTH, U.S. PUBLIC HEALTH SERVICE, SAN FRANCISCO, CALIFORNIA, THIS GUIDE IS INTENDED PRIMARILY TO AID IN FORMULATING POLICY, DEVELOPING INSTRUCTION FOR DENTAL ASSISTANT TRAINING PROGRAMS IN THE INDIAN HEALTH SERVICE, AND MAKING ADMINISTRATIVE REPORTS. CONTENTS CONSIST OF FOUR MAJOR SECTIONS, WITH THE FIRST DEALING WITH DETERMINATION OF CONTENT FOR A DENTAL ASSISTING CURRICULUM, THE SECOND CONCERNING A METHOD FOR DEVELOPMENT OF THE DENTAL ASSISTING CURRICULUM, THE THIRD CONSISTING OF TABLES, AND THE FOURTH PROVIDING A DETAILED LITERATURE REVIEW, BIBLIOGRAPHY, QUESTIONNAIRES, PERFORMANCE REQUIREMENTS, AND ILLUSTRATIONS. RELATED DOCUMENTS ARE AVAILABLE AS ED 030 744 OR VT 008 791 (AIM WINTER 1969) AND VT 011 455 AND VT 011 457 (BOTH IN THIS ISSUE). (AW)

VT 011 457
GUIDELINES FOR A DENTAL ASSISTING CURRICULUM IN THE INDIAN HEALTH SERVICE. PERFORMANCE REQUIREMENTS OF DENTAL ASSISTANTS, VOLUME II, ATTACHMENT F.

PUBLIC HEALTH SERVICE (DHEW), WASHINGTON, D.C. DIV. OF INDIAN HEALTH
PUB DATE - 69 395P.

DESCRIPTORS - *CURRICULUM PLANNING; *HEALTH OCCUPATIONS EDUCATION; *DENTAL ASSISTANTS; *PERFORMANCE CRITERIA; *TASK PERFORMANCE; CURRICULUM GUIDES; GUIDELINES; PERFORMANCE; TASK ANALYSIS; EMPLOYMENT QUALIFICATIONS

ABSTRACT - FOR USE BY CURRICULUM PLANNERS IN INDIAN HEALTH SERVICE DENTAL ASSISTANT TRAINING SCHOOLS, THIS GUIDE PROVIDES TASK DESCRIPTION OUTLINES FOR 91 DUTIES IDENTIFIED AS PERFORMANCE REQUIREMENTS OF DENTAL ASSISTANTS. OUTLINES INCLUDE TASK COMPONENTS, CLASSIFICATION OF LEARNING TASKS, AND MINIMAL KNOWLEDGE REQUIRED FOR PERFORMANCE OF EACH TASK. CLINICAL DUTIES COVERED INCLUDE: (1) STERILIZATION, (2) RADIOLOGY, (3) PREAPPOINTMENT PREPARATION, (4) CHAIRSIDE ACTIVITIES, (5) PERIODONTICS, (6) ENDODONTICS, (7) ORTHODONTICS, (8) ORAL SURGERY, (9) CROWNS AND BRIDGES, (10) PROSTHESIS, (11) EMERGENCY DUTIES, AND (12) DENTISTRY IN HOSPITALS. NON-CLINICAL DUTIES COVERED DEAL WITH LABORATORY PRACTICE AND EQUIPMENT MAINTENANCE. SUGGESTIONS FOR USE OF THE GUIDE AND DEFINITIONS AND EXPLANATION OF TERMS ARE ALSO PROVIDED. RELATED DOCUMENTS ARE AVAILABLE AS ED 030 744 OR VT 008 791 (AIM WINTER 1969) AND VT 011 455 AND VT 011 456 (BOTH IN THIS ISSUE). (AW)

VT 011 468
WEISS, ROBERT L.; SWEARINGEN, ROGER V.
CHAIRSIDE PSYCHOLOGY IN PATIENT EDUCATION; A SELF-INSTRUCTION COURSE.

NATIONAL INSTITUTES OF HEALTH (DHEW), SAN FRANCISCO, CALIF. DENTAL HEALTH CENTER.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (HE20.3108:P95, $1.00).
PUB DATE - 69 204P.

DESCRIPTORS - *PROGRAMED TEXTS; *HEALTH OCCUPATIONS EDUCATION; *DENTISTS; *DENTAL HEALTH; DENTAL ASSISTANTS; DENTAL HYGIENISTS

ABSTRACT - ALTHOUGH DESIGNED PRIMARILY FOR USE BY PRACTICING DENTISTS, THIS PROGRAMED TEXT ALSO PROVIDES DENTAL, DENTAL HYGIENE, AND DENTAL ASSISTING STUDENTS WITH USEFUL INFORMATION IN THE AREA OF PATIENT EDUCATION. CONTENTS ARE DIVIDED INTO TWO SECTIONS WITH THE FIRST CONCERNED WITH GENERAL EDUCATIONAL PRINCIPLES AND A STEP-BY-STEP DISCUSSION OF THE EDUCATIONAL PROCESS, AND THE SECOND DEALING WITH SPECIFIC FACTORS INFLUENCING THE EDUCATIONAL PROCESS. FORMAT CONSISTS OF EXPLANATORY INFORMATION FOLLOWED BY A QUESTION TO BE ANSWERED AND SEVERAL ALTERNATIVE RESPONSES, WITH EACH RESPONSE FOLLOWED BY THE PAGE NUMBER ON WHICH ITS EVALUATION AND EXPLANATION CAN BE FOUND. A SUMMARY AND REVIEW TEST WITH ANSWER PAGES SPECIFIED IS PROVIDED FOR EACH SECTION. (AW)

VT 011 518 ED 041 160
STROUP, KATHERINE L.; ANDERSON, FLOYD L.
NURSES AIDE AND HOSPITAL ORDERLY, COURSE DESCRIPTION.

MINNEAPOLIS PUBLIC SCHOOLS, MINN. WORK OPPORTUNITY CENTER.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. BUREAU OF RESEARCH
OEG-3-6-000383-0848 08
BR-5-0187
PUB DATE - 69 35P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *NURSES AIDES; *DROPOUT REHABILITATION; *CURRICULUM GUIDES; COURSE DESCRIPTIONS; *DISADVANTAGED YOUTH; UNEMPLOYED; OUT OF SCHOOL YOUTH; COURSE OBJECTIVES; ANNOTATED BIBLIOGRAPHIES; TEACHING TECHNIQUES; MOTIVATION TECHNIQUES; CASE STUDIES
IDENTIFIERS - MINNESOTA WORK OPPORTUNITY CENTER; *ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III

ABSTRACT - PREPARED BY AN INSTRUCTOR AND CURRICULUM DEVELOPMENT SPECIALIST OF THE MINNESOTA WORK OPPORTUNITY CENTER, THIS COURSE IS DESIGNED TO TRAIN DROPOUT AND/OR HARD-CORE UNEMPLOYED YOUTH FOR OCCUPATIONS AS AIDES OR ORDERLIES IN HOSPITALS AND NURSING HOMES. EACH STUDENT ENROLLED IN THE PROGRAM RECEIVES A PERSONAL ORIENTATION, AND AFTER DEMONSTRATING THE NECESSARY SKILLS AND SELF-CONFIDENCE, THEY RECEIVE PRACTICAL EXPERIENCE IN A HOSPITAL UNDER THE INSTRUCTOR'S SUPERVISION. A COOPERATIVE PROGRAM WITH THE UNIVERSITY OF MINNESOTA HOSPITALS HAS BEEN INITIATED WHEREBY STUDENTS RECEIVE THEORY AND BASIC SKILLS IN THE CLASSROOM AND WHEN THEY ARE READY TO DO PATIENT CARE, THEY ARE EMPLOYED ON A PART-TIME BASIS UNTIL COMPLETION OF THE COURSE. CONTENT IS BROKEN DOWN INTO SHORT INSTRUCTIONAL TOPICS IN ORIENTATION TO NURSING, BASIC NURSE'S AIDE PROCEDURES, AND FIRST AID. AN ANNOTATED BIBLIOGRAPHY IS INCLUDED, AND BRIEF DESCRIPTIONS OF THE CENTER'S INSTRUCTIONAL AREAS, A LISTING OF TEACHING TECHNIQUES AND MOTIVATION DEVICES, AND CASE STUDIES ARE APPENDED. RELATED MATERIALS ARE AVAILABLE AS VT 011 518-VT 011 533 IN THIS ISSUE, AND A PREVIOUS SUMMARY REPORT IS AVAILABLE AS VT 006 714 (ARM SUMMER 1970). (SB)

VT 011 555
OPHTHALMIC LABORATORY TECHNICIAN CURRICULUM, RESEARCH PROJECT.

ERIE COMMUNITY COLL., BUFFALO, N.Y.
PUB DATE - 69 63P.

DESCRIPTORS - *CURRICULUM GUIDES; SURVEYS; *TECHNICAL OCCUPATIONS; QUESTIONNAIRES; COURSE CONTENT; *TEACHING GUIDES; *TECHNICAL EDUCATION; *RESEARCH PROJECTS
IDENTIFIERS - *OPHTHALMIC LABORATORY TECHNICIAN

ABSTRACT - FOLLOWING A SURVEY OF INDUSTRY TO DETERMINE THE NEED FOR TECHNICIANS AND OF OPTICAL WHOLESALERS TO LEARN WHAT KNOWLEDGE AND SKILL IS EXPECTED OF TECHNICIANS, COURSE OUTLINES AND LESSON PLANS WERE DEVELOPED FOR A 2-SEMESTER COURSE TO TRAIN OPHTHALMIC LABORATORY TECHNICIANS. THE COURSE, TO BE TAUGHT IN A COMMUNITY COLLEGE OR TECHNICAL INSTITUTE, INCLUDES GENERAL EDUCATION AND WORK IN BOTH THE FINISHING LABORATORY AND SURFACING LABORATORY WITH TEACHING TIME SUGGESTED FOR THE VARIOUS AREAS. THE QUESTIONNAIRE AND OTHER INSTRUMENTS DEVELOPED FOR THIS PROJECT ARE INCLUDED IN THE APPENDIX. (DM)

VT 011 601
BARTON, ROGER E.; WOOD, MATTHEW T.
DENTAL ASSISTING. COURSE VI. LABORATORY AND TECHNICAL APPLICATION.

NORTH CAROLINA UNIV., CHAPEL HILL.
KELLOGG (W.K.) FOUNDATION, BATTLE CREEK, MICH.
UNIVERSITY OF NORTH CAROLINA PRESS, BOX 2288, CHAPEL HILL, NORTH CAROLINA 27514 ($5.00).
PUB DATE - 65 166P.

DESCRIPTORS - *STUDY GUIDES; *PARAMEDICAL OCCUPATIONS; HEALTH OCCUPATIONS EDUCATION; *DENTAL ASSISTANTS; *CORRESPONDENCE COURSES; HOME STUDY; *LABORATORY TECHNIQUES; ADULT VOCATIONAL EDUCATION

ABSTRACT - THIS SIXTH STUDENT MANUAL IN A SEVEN-COURSE DENTAL ASSISTANT TRAINING PROGRAM OFFERED BY THE UNIVERSITY OF NORTH CAROLINA EXTENSION DIVISION AND THE SCHOOL OF DENTISTRY, IS FOR USE EITHER IN RESIDENCE OR BY CORRESPONDENCE WHILE EMPLOYED IN A DENTAL CLINIC OR OFFICE. THE COURSE IS DESIGNED TO DEVELOP ABILITIES AND PROFICIENCIES BASED ON THE KNOWLEDGE OBTAINED IN COURSES I THROUGH V, AND ALLOWS THE STUDENT TO PRACTICE BOTH MANIPULATION OF MATERIALS AND ACTUAL PROCEDURES. EXERCISES INCLUDED PROVIDE FOR MANIPULATION OF VARIOUS TYPES OF DENTAL CEMENTS, GOLD ALLOYS, IMPRESSION MATERIALS, WAXES, GYPSUM PRODUCTS, AMALGAM, AND SYNTHETIC RESINS. TECHNIQUES TO BE PERFORMED INCLUDE: (1) POURING AND TRIMMING MODELS, (2) FABRICATING DYES, (3) CONSTRUCTING BASEPLATES, BITE RIMS, AND CUSTOM TRAYS, AND (4) WAXING, CARVING, CASTING, AND FINISHING INLAYS AND CROWNS. ALSO INCLUDED ARE 16 DETACHABLE ASSIGNMENT SHEETS WHICH ENROLLED STUDENTS SEND TO THE BUREAU OF CORRESPONDENCE INSTRUCTION OF THE UNIVERSITY FOR GRADING. THE MANUAL SUPPLEMENTS THE TEXTBOOK, "THE DENTAL ASSISTANT," AVAILABLE FROM MCGRAW-HILL BOOK COMPANY. THE COMPLETE PROGRAM IS AVAILABLE AS VT 011 601-VT 011 607 (ALL IN THIS ISSUE). (AW)

VT 011 602
BAKER, BENJAMIN R.; STRICKLAND, WILLIAM D.
DENTAL ASSISTING, COURSE VII, CLINICAL APPLICATION.

NORTH CAROLINA UNIV., CHAPEL HILL.
KELLOGG (W.K.) FOUNDATION, BATTLE CREEK, MICH.
UNIVERSITY OF NORTH CAROLINA PRESS, BOX 2288, CHAPEL HILL, NORTH CAROLINA 27514 ($5.00).
PUB DATE - 66 123P.

DESCRIPTORS - *STUDY GUIDES; *PARAMEDICAL OCCUPATIONS; *DENTAL ASSISTANTS; HEALTH OCCUPATIONS EDUCATION; *CORRESPONDENCE COURSES; HOME STUDY; ADULT VOCATIONAL EDUCATION; DENTISTRY; *CLINICAL EXPERIENCE

ABSTRACT - THIS LAST STUDENT MANUAL OF A SEVEN-COURSE DENTAL ASSISTANT TRAINING PROGRAM OFFERED BY THE UNIVERSITY OF NORTH CAROLINA EXTENSION DIVISION AND SCHOOL OF DENTISTRY, IS FOR USE EITHER IN RESIDENCE OR BY CORRESPONDENCE WHILE EMPLOYED IN A DENTAL OFFICE OR CLINIC. COURSE CONTENT PROVIDES PRACTICE AND EXPERIENCE IN THE AREAS OF: (1) PATIENT CONTACT IN THE RECEPTION ROOM AND OPERATORY, (2) INSTRUMENT AND EQUIPMENT CARE AND PREVENTIVE MAINTENANCE, (3) STERILIZATION PROCEDURES, (4) RADIOGRAPHIC FILM PROCESSING AND HANDLING, AND (5) CHAIRSIDE PROCEDURES IN THE VARIOUS PHASES AND SPECIALIZATIONS OF DENTISTRY. A SECTION ON THE DENTAL TEAM IN PRACTICE, INCLUDING DENTIST, ASSISTANT, AND PATIENT POSITIONS, THE WORK AREA, AND HAND MOVEMENTS, EQUIPMENT, AND RELAXING EXERCISES, AS WELL AS AN ASSIGNMENT SECTION, WITH 16 DETACHABLE ASSIGNMENT SHEETS WHICH ENROLLED

STUDENTS SEND TO THE BUREAU OF CORRESPONDENCE INSTRUCTION OF THE UNIVERSITY FOR GRADING ARE ALSO INCLUDED. THE MANUAL SUPPLEMENTS THE TEXTBOOK, "THE DENTAL ASSISTANT," AVAILABLE FROM MCGRAW-HILL BOOK COMPANY. THE COMPLETE PROGRAM IS AVAILABLE AS VT 011 601-VT 011 607 (ALL IN THIS ISSUE). (AW)

VT 011 603
WEBSTER, WILLIAM P.; WOOD, MATTHEW T.
DENTAL ASSISTING. COURSE III, PRECLINICAL SCIENCES.

NORTH CAROLINA UNIV., CHAPEL HILL.
KELLOGG (W.K.) FOUNDATION, BATTLE CREEK, MICH.
UNIVERSITY OF NORTH CAROLINA PRESS, BOX 2288, CHAPEL HILL, NORTH CAROLINA 27514 ($5.00).
PUB DATE - 65 193P.

DESCRIPTORS - *STUDY GUIDES; *HEALTH OCCUPATIONS EDUCATION; *PARAMEDICAL OCCUPATIONS; *DENTAL ASSISTANTS; *CORRESPONDENCE COURSES; HOME STUDY; ADULT VOCATIONAL EDUCATION; DENTISTRY

ABSTRACT - THIS THIRD STUDENT MANUAL IN A SEVEN-PART DENTAL ASSISTANT TRAINING SERIES OFFERED AS A CORRESPONDENCE AND RESIDENT PROGRAM BY THE UNIVERSITY OF NORTH CAROLINA EXTENSION DIVISION AND THE SCHOOL OF DENTISTRY, PROVIDES BASIC INFORMATION IN THE AREAS OF ANATOMY, DENTAL ANATOMY AND PHYSIOLOGY, ORAL PATHOLOGY AND MICROBIOLOGY, PHARMACOLOGY, AND NUTRITION, WITH SPECIAL EMPHASIS PLACED ON STERILIZATION, DISINFECTION, AND FIRST AID AS APPLIED IN THE DENTAL OFFICE, INCLUDING PROPER HANDLING OF EMERGENCY EQUIPMENT AND MATERIALS. ALSO INCLUDED ARE 48 DETACHABLE ASSIGNMENT SHEETS WHICH ENROLLED STUDENTS SEND TO THE BUREAU OF CORRESPONDENCE INSTRUCTION OF THE UNIVERSITY FOR GRADING. THIS MANUAL SUPPLEMENTS THE TEXTBOOK, "THE DENTAL ASSISTANT," AVAILABLE FROM MCGRAW-HILL BOOK COMPANY. THE COMPLETE PROGRAM IS AVAILABLE AS VT 011 601-VT 011 607 (ALL IN THIS ISSUE). (AW)

VT 011 604
PALMER, HELEN P.
DENTAL ASSISTING. COURSE II, SECRETARIAL PROCEDURES.

NORTH CAROLINA UNIV., CHAPEL HILL.
KELLOGG, (W.K.) FOUNDATION, BATTLE CREEK, MICH.
UNIVERSITY OF NORTH CAROLINA PRESS, BOX 2288, CHAPEL HILL, NORTH CARCLINA 27514 ($5.00).
PUB DATE - 64 166P.

DESCRIPTORS - *STUDY GUIDES; *HEALTH OCCUPATIONS EDUCATION; *PARAMEDICAL OCCUPATIONS; *DENTAL ASSISTANTS; CORRESPONDENCE COURSES; HOME STUDY; BUSINESS SKILLS; ADULT VOCATIONAL EDUCATION; *OFFICE PRACTICE; SECRETARIES

ABSTRACT - THIS SECOND STUDENT MANUAL IN A SEVEN-COURSE DENTAL ASSISTANT CORRESPONDENCE AND RESIDENT TRAINING PROGRAM OFFERED BY THE UNIVERSITY OF NORTH CAROLINA EXTENSION DIVISION AND THE SCHOOL OF DENTISTRY, PROVIDES A REVIEW OF GRAMMAR AND PUNCTUATION WITH SPECIAL EMPHASIS ON BUSINESS ASPECTS, BASIC TYPEWRITING, BUSINESS FORMS AND LETTERS, BUSINESS MATHEMATICS DIRECTED TOWARD DENTAL OFFICE MANAGEMENT, AND SECRETARIAL PRACTICE INCLUDING POISE AND BUSINESS CONDUCT. SPECIFIC INFORMATION ALSO IS GIVEN ON VARIOUS TAX FORMS USED IN DENTAL OFFICES AND DENTAL BOOKKEEPING RELATING TO DAILY ACCOUNTS, SUPPLY ORDERING, MONTHLY TABULATIONS, ETC. THIRTY-TWO ASSIGNMENTS, WHICH ENROLLED STUDENTS SEND TO THE BUREAU OF CORRESPONDENCE INSTRUCTION OF THE UNIVERSITY FOR GRADING, ARE INCLUDED. THE MANUAL SUPPLEMENTS THE TEXT, "THE DENTAL ASSISTANT," AVAILABLE FROM MCGRAW-HILL BOOK COMPANY. THE COMPLETE PROGRAM IS AVAILABLE AS VT 011 601-VT 011 607 (ALL IN THIS ISSUE). (AW)

VT 011 605
BRAVER, JOHN C.
DENTAL ASSISTING. COURSE I, ORIENTATION IN THE DENTAL PROFESSION AND OFFICE.

NORTH CAROLINA UNIV., CHAPEL HILL.
KELLOGG (W.K.) FOUNDATION, BATTLE CREEK, MICH.
UNIVERSITY OF NORTH CAROLINA PRESS, BOX 2288, CHAPEL HILL, NORTH CAROLINA 27514 ($5.00).
PUB DATE - 64 139P.

DESCRIPTORS - *STUDY GUIDES; *HEALTH OCCUPATIONS EDUCATION; *PARAMEDICAL OCCUPATIONS; *DENTAL ASSISTANTS; ADULT VOCATIONAL EDUCATION; *CORRESPONDENCE COURSES; HOME STUDY

ABSTRACT - THIS STUDY MANUAL IS THE FIRST IN A SEVEN-COURSE CORRESPONDENCE AND RESIDENT PROGRAM OFFERED BY THE UNIVERSITY OF NORTH CAROLINA EXTENSION DIVISION AND THE SCHOOL OF DENTISTRY FOR THE EDUCATION AND TRAINING OF DENTAL ASSISTANTS. THE ACCREDITED PROGRAM PROVIDES SUBJECT MATTER AND PRACTICAL EXPERIENCE EQUIVALENT TO ONE ACADEMIC YEAR OF STUDY AND SUPPLEMENTS THE TEXTBOOK, "THE DENTAL ASSISTANT," AVAILABLE FROM MCGRAW-HILL BOOK COMPANY. CONTENT OF THIS FIRST CORRESPONDENCE COURSE INCLUDES INFORMATION ON THE HISTORY, OBJECTIVES, RESPONSIBILITIES, AND FUNCTIONS OF DENTISTRY AND ASSOCIATED GROUPS, AND LEGAL AND ETHICAL PRINCIPLES, AS WELL AS APPLIED PSYCHOLOGY AS RELATED TO PATIENT AND PROFESSIONAL CONDUCT, DAILY BUSINESS OFFICE ROUTINES INCLUDING TELEPHONE TECHNIQUES, AND PERSONAL HEALTH AND GROOMING IN ACCORD WITH THE DENTAL OFFICE ATMOSPHERE. TWENTY-FOUR ASSIGNMENTS, WHICH ENROLLED STUDENTS SEND TO THE BUREAU OF CORRESPONDENCE INSTRUCTION OF THE UNIVERSITY FOR GRADING, ARE ALSO GIVEN. A RECORD ALBUM, "DENTAL VOCABULARY," PROVIDING DENTAL TERMINOLOGY, DEFINITIONS, AND USAGE, MAY BE OBTAINED FROM THE SOURCE OF AVAILABILITY CITED FOR THIS DOCUMENT. THE COMPLETE PROGRAM IS AVAILABLE AS VT 011 601-VT 011 607 (ALL IN THIS ISSUE). (AW)

VT 011 606
BAKER, BENJAMIN R.; STRICKLAND, WILLIAM D.
DENTAL ASSISTING. COURSE V, CLINICAL SCIENCES.

NORTH CAROLINA UNIV., CHAPEL HILL.

KELLOGG (W.K.) FOUNDATION, BATTLE CREEK, MICH.
UNIVERSITY OF NORTH CAROLINA PRESS, BOX 2288, CHAPEL HILL, NORTH CAROLINA 27514 ($5.00).
PUB DATE - 66 201P.

DESCRIPTORS - *STUDY GUIDES; HEALTH OCCUPATIONS EDUCATION; *PARAMEDICAL OCCUPATIONS; *DENTAL ASSISTANTS; *CORRESPONDENCE COURSES; HOME STUDY; ADULT VOCATIONAL EDUCATION; *DENTISTRY

ABSTRACT - COURSE V IN A SEVEN-PART DENTAL ASSISTANT CORRESPONDENCE AND RESIDENT PROGRAM OFFERED BY THE UNIVERSITY OF NORTH CAROLINA EXTENSION DIVISION AND THE SCHOOL OF DENTISTRY, THIS STUDENT MANUAL PROVIDES BACKGROUND KNOWLEDGE OF DENTAL SUPPLIES, INSTRUMENTS, AND EQUIPMENT USED IN ALL PHASES OF DENTISTRY, OPERATING PROCEDURES OF DENTAL ASSISTANTS, RADIOGRAPHIC TECHNIQUES, OFFICE ROUTINES NOT RELATED TO CHAIRSIDE DUTIES, AND RELATED MATERIAL IN THE AREAS OF: (1) ORAL HYGIENE, (2) PREVENTIVE DENTISTRY, (3) PEDODONTICS, (4) OPERATIVE DENTISTRY, (5) ENDODONTICS, (6) ORTHODONTICS, (7) ORAL SURGERY AND ANESTHESIA, (8) CROWN AND BRIDGE PROSTHODONTICS, (9) PROSTHODONTICS, AND (10) PERIODONTICS. ALSO INCLUDED ARE 48 DETACHABLE ASSIGNMENT SHEETS WHICH ENROLLED STUDENTS SEND TO THE BUREAU OF CORRESPONDENCE INSTRUCTION OF THE UNIVERSITY FOR GRADING. THIS MANUAL SUPPLEMENTS THE TEXT, "THE DENTAL ASSISTANT," AVAILABLE FROM MCGRAW-HILL BOOK COMPANY. THE COMPLETE PROGRAM IS AVAILABLE AS VT 011 601-VT 011 607 (ALL IN THIS ISSUE). (AW)

VT 011 607
TAYLOR, DUANE F.
DENTAL ASSISTING. COURSE IV, DENTAL MATERIALS AND TECHNICAL PROCEDURES.

NORTH CAROLINA UNIV., CHAPEL HILL.
KELLOGG (W.K.) FOUNDATION, BATTLE CREEK, MICH.
UNIVERSITY OF NORTH CAROLINA PRESS, BOX 2288, CHAPEL HILL, NORTH CAROLINA 27514 ($5.00).
PUB DATE - 65 205P.

DESCRIPTORS - *STUDY GUIDES; *PARAMEDICAL OCCUPATIONS; HEALTH OCCUPATIONS EDUCATION; *DENTAL ASSISTANTS; *CORRESPONDENCE COURSES; ADULT VOCATIONAL EDUCATION; HOME STUDY; *DENTISTRY

ABSTRACT - THIS STUDY MANUAL IS THE FOURTH IN A SEVEN-PART DENTAL ASSISTANT CORRESPONDENCE AND RESIDENT CURRICULUM OFFERED BY THE UNIVERSITY OF NORTH CAROLINA DIVISION AND THE SCHOOL OF DENTISTRY. THE PURPOSE OF THIS CORRESPONDENCE COURSE IS TO PROVIDE BACKGROUND INFORMATION ON GENERAL COMPOSITION, WORKING CHARACTERISTICS, PURCHASE ROUTINE, STORAGE, AND USES OF THE VARIOUS DENTAL MATERIALS USED BY THE DENTAL ASSISTANT IN ROUTINE OFFICE PROCEDURES. INTRODUCTORY MATERIAL ON VARIOUS TECHNIQUES AND INFORMATION ON COORDINATION BETWEEN DENTAL PRACTICE AND THE COMMERCIAL DENTAL LABORATORY ARE INCLUDED, AS WELL AS 40 DETACHABLE ASSIGNMENT SHEETS WHICH ENROLLED STUDENTS SEND TO THE BUREAU OF CORRESPONDENCE INSTRUCTION OF THE UNIVERSITY FOR GRADING. THIS MANUAL SUPPLEMENTS THE TEXTBOOK, "THE DENTAL ASSISTANT," AVAILABLE FROM MCGRAW-HILL BOOK COMPANY. THE COMPLETE PROGRAM IS AVAILABLE AS VT 011 601-VT 011 607 (ALL IN THIS ISSUE). (AW)

VT 011 794 ED 043 761
PUTNAM, SANDRA L., AND OTHERS
MAJOR SYSTEMS OF THE HUMAN BODY (A PROGRAMMED TEXT FOR ALLIED HEALTH SERVICE TRAINEES).

RANCHO LOS AMIGOS HOSPITAL, INC., DOWNEY, CALIF.
SOCIAL AND REHABILITATION SERVICE (DHEW), WASHINGTON, D.C.
GLENCOE PRESS, A DIVISION OF THE MACMILLAN COMPANY, 8701 WILSHIRE BOULEVARD, BEVERLY HILLS, CALIFORNIA 90211
PUB DATE - 70 220P.

DESCRIPTORS - ADULT VOCATIONAL EDUCATION; *ANATOMY; ANSWER KEYS; *HEALTH OCCUPATIONS EDUCATION; JUNIOR COLLEGES; *PHYSICAL THERAPY AIDES; *PHYSIOLOGY; *PROGRAMED MATERIALS; STUDY GUIDES; TESTS

ABSTRACT - DEVELOPED BY PHYSICAL THERAPISTS ON THE BASIS OF JOB ANALYSIS AND FIELD TESTED USING 165 HOSPITAL TRAINEES AND JUNIOR COLLEGE STUDENTS, THIS PROGRAMED TEXT IS INTENDED FOR EITHER INDIVIDUAL OR GROUP USE IN A HOSPITAL OR JUNIOR COLLEGE PHYSICAL THERAPY PROGRAM. IT IS SUGGESTED THAT SOME DISCUSSION, DEMONSTRATION, AND APPLICATION SESSIONS BE ARRANGED IN CONNECTION WITH EACH UNIT. THE TEXT, WRITTEN IN LINEAR FORMAT, PROVIDES A SURVEY OF THE STRUCTURE AND FUNCTION OF THE CIRCULATORY, RESPIRATORY, AND URINARY SYSTEMS. REFERENCES ARE GIVEN, AND TWO TESTS AND ANSWER KEYS ARE APPENDED. ALSO AVAILABLE FROM THE ADDRESS ABOVE IS A BOOKLET CONTAINING SUMMARY SHEETS TO BE COMPLETED AT VARIOUS POINTS IN THE READING AND PLATE ILLUSTRATIONS SUITABLE FOR REPRODUCTION AS OVERHEAD TRANSPARENCIES OR OTHER INSTRUCTIONAL AIDS. (SP)

VT 011 795
MORREY, LON W., ED.; NELSON, ROBERT J., ED.
DENTAL SCIENCE HANDBOOK; A MANUAL OF INFORMATION ABOUT DENTAL SCIENCE AND DENTAL PRACTICE.

AMERICAN DENTAL ASSOCIATION, CHICAGO, ILL.
NATIONAL INST. OF DENTAL RESEARCH, BETHESDA, MD.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (HE20.3408:D43, $2.75).
PUB DATE - 69 325P.

DESCRIPTORS - *RESOURCE MATERIALS; *HEALTH OCCUPATIONS EDUCATION; *DENTAL HEALTH; *DENTISTS

ABSTRACT - A JOINT PROJECT OF THE AMERICAN DENTAL ASSOCIATION AND THE NATIONAL INSTITUTE OF DENTAL RESEARCH, THIS HANDBOOK IS DESIGNED TO PROVIDE INFORMATION ABOUT DENTAL SCIENCE AND DENTAL PRACTICE PRIMARILY FOR INTERESTED INDIVIDUALS WITH NONDENTAL BACKGROUNDS SUCH AS PHYSICS, CHEMISTRY, BIOCHEMISTRY, PHARMACOLOGY, AND PUBLIC HEALTH. CONTENTS

CONSIST OF A GROUP OF MONOGRAPHS PREPARED BY SUBJECT MATTER SPECIALISTS WHICH, IN COMBINED FORM, PROVIDE A COMPREHENSIVE VIEW OF THE BIOLOGICAL AND PHYSICAL ASPECTS OF DENTAL SCIENCE AND OF THE VARIOUS METHODS EMPLOYED IN MEETING THE GROWING DEMAND FOR MORE COMPREHENSIVE DENTAL CARE. AREAS COVERED INCLUDE: (1) MORPHOLOGY, (2) STRUCTURAL ELEMENTS OF THE TEETH, (3) BIOLOGY OF THE ORAL ENVIRONMENT, (4) GROWTH AND DEVELOPMENT, (5) FUNCTION, (6) SELECTED CONDITIONS IN ORAL PATHOLOGY, (7) TREATMENT--MATERIALS, (8) TREATMENT--CLINICAL PROCEDURES, (9) PUBLIC HEALTH, AND (10) SOCIOECONOMIC STATISTICS. A LIST OF NATIONAL DENTAL ORGANIZATIONS, A GLOSSARY, AND AN INDEX ARE INCLUDED. THE MANUAL IS ILLUSTRATED WITH NUMEROUS CHARTS, GRAPHS, DRAWINGS, AND PHOTOGRAPHS. (AW)

VT 011 904 ED 044 511
BEING A NURSING AIDE; STUDENT MANUAL.

AMERICAN HOSPITAL ASSOCIATION, CHICAGO, ILL. HOSPITAL RESEARCH AND EDUCATIONAL TRUST.
HOSPITAL RESEARCH AND EDUCATIONAL TRUST, 840 NORTH LAKE SHORE DRIVE, CHICAGO, ILLINOIS 60611 ($4.95).
PUB DATE - 69 439P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *NURSES AIDES; *STUDY GUIDES; *ON THE JOB TRAINING; TESTS; ANSWER KEYS; *JOB SKILLS; NURSING

ABSTRACT - DEVELOPED FOR STUDENTS RECEIVING ON-THE-JOB TRAINING AS NURSING AIDES, THIS ILLUSTRATED MANUAL CONTAINS THESE CHAPTERS: (1) ORIENTATION, (2) INTRODUCTION TO THE PATIENT, (3) YOUR WORKING ENVIRONMENT, (4) THE PATIENT'S UNIT: MAKING THE UNOCCUPIED BED, (5) LIFTING, MOVING, AND TRANSPORTING PATIENTS: MAKING THE OCCUPIED BED, (6) PERSONAL CARE OF THE PATIENT, (7) FOOD SERVICE, (8) SPECIAL TREATMENTS: FLUIDS AND WASTES, (9) OBSERVING AND RECORDING VITAL SIGNS, (10) PATIENT ADMISSION, TRANSFER, AND DISCHARGE, (11) PHYSICAL EXAMINATIONS, (12) HEAT AND COLD APPLICATIONS, (13) PREOPERATIVE NURSING CARE, (14) POSTOPERATIVE NURSING CARE, (15) THE PATIENT IN ISOLATION, (16) CARE OF THE DYING PATIENT, AND (17) REVIEW. A SELF-TEST FOLLOWS EACH CHAPTER AND A GLOSSARY, TEST ANSWERS, AND SUBJECT INDEX ARE INCLUDED. (SB)

VT 012 093
PRACTICAL NURSING; A CURRICULUM GUIDE.

OKLAHOMA STATE BOARD OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER. DIV. OF HEALTH OCCUPATIONS EDUCATION.
CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER, STATE DEPARTMENT FOR VOCATIONAL AND TECHNICAL EDUCATION, 1515 WEST 6TH AVE., STILLWATER, OKLAHOMA 74074 ($1.50).
PUB DATE - 70 97P.

DESCRIPTORS - *STATE CURRICULUM GUIDES; *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; CURRICULUM PLANNING; *PRACTICAL NURSES; *PRACTICAL NURSING; MEDICAL SERVICES; PARAMEDICAL OCCUPATIONS; HEALTH OCCUPATIONS; ADULT VOCATIONAL EDUCATION

IDENTIFIERS - OKLAHOMA

ABSTRACT - DEVELOPED JOINTLY BY THE OKLAHOMA STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL EDUCATION AND THE FACULTIES OF PRACTICAL NURSING PROGRAMS IN THE STATE TO PROVIDE GUIDELINES FOR DEVELOPMENT OF STANDARDIZED PRACTICAL NURSING CURRICULUMS IN OKLAHOMA, THIS MANUAL IS DESIGNED TO INCREASE INSTRUCTOR EFFECTIVENESS IN CURRICULUM PLANNING BOTH IN EXISTING SCHOOLS AND IN NEW PROGRAMS. INTRODUCTORY INFORMATION ON CURRICULUM DESIGN AND PHILOSOPHY AND OBJECTIVES OF THE PROGRAM IS FOLLOWED BY THREE MAJOR SECTIONS: (1) FOUNDATIONS OF PRACTICAL NURSING, DEALING WITH PERSONAL AND VOCATIONAL RELATIONSHIPS, BODY STRUCTURE AND FUNCTION, AND BASIC NURSING PRINCIPLES AND SKILLS, (2) NURSING INTERVENTIONS, CONCERNED WITH CARE OF PATIENTS WITH CONDITIONS OF THE REPRODUCTIVE SYSTEM AND PROBLEMS OF NUTRITION, ELIMINATION AND METABOLISM, AND (3) NURSING INTERVENTIONS THREE, WHICH INCLUDES NURSING CARE OF PATIENTS WITH MOTOR AND SENSORY DISTURBANCES, PROBLEMS OF OXYGENATION, AND PATIENTS IN COMPLEX SITUATIONS. EACH SECTION INCLUDES GENERAL DESCRIPTIVE INFORMATION, OBJECTIVES, SUBJECT MATTER OUTLINE, AND APPROXIMATE HOURS RECOMMENDED FOR COVERING THE MATERIAL. A BIBLIOGRAPHY, VARIOUS EXCERPTS FROM NURSING REGULATIONS, QUALIFICATIONS OF LICENSED PRACTICAL NURSES, INFORMATION ON CONTINUING EDUCATION, FILM LIST AND SOURCES, AND RELATED CATALOGS ARE APPENDED. (AW)

VT 012 245
REDMOND, JAMES F.
CURRICULUM GUIDE FOR HEALTH OCCUPATIONS. SHORT-TERM COURSE FOR COOKS IN LONG-TERM CARE FACILITIES.

CHICAGO BOARD OF EDUCATION, ILL.
BOARD OF EDUCATION, 228 NORTH LASALLE STREET, CHICAGO, ILLINOIS 60601 ($1.25).
PUB DATE - 69 59P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *TEACHING GUIDES; *COOKS; FOOD SERVICE WORKERS; NUTRITION INSTRUCTION; FOODS INSTRUCTION; *NURSING HOMES; PRETESTING; *STAFF IMPROVEMENT

ABSTRACT - THIS 16-WEEK COURSE WAS DEVELOPED BY THE CHICAGO BOARD OF EDUCATION AND THE JOINT BOARD FOR LONG-TERM CARE TO AID TEACHERS IN UPGRADING COOKS IN NURSING HOMES AND OTHER LONG-TERM CARE FACILITIES. STUDENTS ARE SELECTED BY THE COOPERATING AGENCY AND MUST HAVE BEEN EMPLOYED IN A NURSING HOME FOR AT LEAST 6 MONTHS. PRETESTS ARE GIVEN TO DETERMINE A STUDENT'S READING AND ABILITY LEVEL AND HIS KNOWLEDGE OF COOKING SKILLS, FOLLOWED BY INSTRUCTION IN THESE UNITS: (1) INTRODUCTION, (2) FUNDAMENTALS OF NUTRITION, (3) PRINCIPLES OF FOOD PREPARATION AND SERVICE, (4) THERAPEUTIC DIETS, (5) ENVIRONMENTAL CONTROL, AND (6) TECHNIQUES OF ORDERING AND INVENTORY CONTROL. OBJECTIVES, CONCEPTS, CONTENT, AND ACTIVITIES ARE INCLUDED WITH EACH UNIT, AND INSTRUCTIONAL AND RESOURCE MATERIALS ARE APPENDED. (SB)

VT 012 257
ACTIVITIES SUPERVISOR'S GUIDE; A HANDBOOK FOR ACTIVITIES SUPERVISORS IN LONG-TERM CARE FACILITIES.

PUBLIC HEALTH SERVICE (DHEW), WASHINGTON, D.C. NURSING HOME BRANCH.
PHS PUB. 2021
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (HE20.2558:SU7, $1.00).
PUB DATE - 69 64P.

DESCRIPTORS - *NURSING HOMES; RESIDENTIAL CARE; *ACTIVITIES; SUPERVISORS; *GUIDELINES; PROGRAM PLANNING; *PROGRAM ADMINISTRATION; PROGRAM DEVELOPMENT; RECREATIONAL PROGRAMS; *MANUALS

ABSTRACT - PREPARED BY THE NURSING HOME BRANCH OF THE DIVISION OF HEALTH RESOURCES, THIS HANDBOOK PROVICES GUIDELINES FOR ACTIVITIES SUPERVISORS IN LONG-TERM CARE FACILITIES. TOPICS ARE: (1) QUALIFICATIONS OF AN ACTIVITIES SUPERVISOR; (2) ACTIVITIES IN GENERAL, WHICH DESCRIBES THE SIX GENERAL TYPES OF ACTIVITIES AND GROUP AND INDIVIDUAL ACTIVITIES, (3) ESTABLISHING THE PROGRAM, WHICH SUGGESTS WAYS OF FINDING INTERESTS AND DISCUSSES BUDGETING, SPACE, AND EQUIPMENT REQUIREMENTS, (4) ORGANIZING AND RUNNING THE PROGRAM, WHICH PROVIDES INFORMATION ABOUT THE ROLE OF THE ADMINISTRATOR, CONSULTANTS AVAILABLE TO THE SUPERVISOR, STAFF AND VOLUNTEERS NEEDED, USING VOLUNTEERS EFFECTIVELY, DEVELOPING AN ACTIVITIES SCHEDULE, KEEPING RECORDS, AND MAINTAINING AN EFFECTIVE PROGRAM, AND (5) INSTRUCTIONS FOR SELECTED ACTIVITIES, WHICH SUGGEST WAYS TO MOTIVATE PARTICIPANTS, TEACH AN ACTIVITY, AND INCLUDES SEVERAL ACTIVITIES AND RESOURCES. A DISCUSSION OF HEALTH PROBLEMS REQUIRING LONG-TERM CARE AND SUGGESTED READINGS ARE APPENDED. (SB)

VT 012 604
RASMUSSEN, SANDRA
THE LICENSED PRACTICAL NURSE AS CHARGE NURSE: INSTRUCTOR'S GUIDE.

NATIONAL LICENSED PRACTICAL NURSES EDUCATIONAL FOUNDATION, INC., NEW YORK, N.Y.
HEALTH SERVICES AND MENTAL HEALTH ADMINISTRATION (DHEW), BETHESDA, MD.
THE NATIONAL LICENSED PRACTICAL NURSES EDUCATIONAL FOUNDATION, INC., 250 WEST 57TH STREET, NEW YORK, NEW YORK 10019 ($3.50).
PUB DATE - 70 58P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *PROGRAM GUIDES; *PRACTICAL NURSES; *PROGRAM PLANNING; *PROGRAM EVALUATION; NURSING HOMES; EDUCATIONAL FINANCE; ADVISORY COMMITTEES; ADMISSION CRITERIA; RESIDENTIAL CARE; FACILITY REQUIREMENTS; BIBLIOGRAPHIES; CURRICULUM GUIDES; LEARNING ACTIVITIES; BEHAVIORAL OBJECTIVES; STANDARDS; GUIDELINES

ABSTRACT - DEVELOPED DURING A UNIVERSITY OF MARYLAND SCHOOL OF NURSING PROJECT, REVIEWED BY 10 PRACTICAL NURSING EDUCATORS, AND FIELD TESTED IN FOUR SCHOOLS, THIS PROGRAM GUIDE CONTAINS SUGGESTIONS FOR PLANNING A COURSE TO PREPARE LICENSED PRACTICAL NURSES FOR CHARGE NURSE RESPONSIBILITIES IN NURSING HOMES, EXTENDED CARE, AND RELATED FACILITIES. PART I DESCRIBES PLANNING, IMPLEMENTING, AND EVALUATING ACTIVITIES, INCLUDING THE ROLE OF THE TEACHER AND RESOURCE COMMITTEE, SCOPE OF THE PROGRAM, FUNDING, CRITERIA FOR TRAINEE SELECTION, FACILITIES REQUIREMENTS, BRIEF DESCRIPTION OF THE CURRICULUM AND STANDARDS, POLICIES, AND EXPECTATIONS. PART II CONTAINS MATERIALS AND RESOURCES TO BE USED IN CONDUCTING THE COURSE, INCLUDING GUIDELINES AND CRITERIA FOR CONTINUING EDUCATION PROGRAMS, CHARGE NURSE FUNCTIONS, SAMPLE APPLICATION AND EVALUATION FORMS, DIRECTORY OF PUBLISHERS IN THE HEALTH CARE FIELD, A BIBLIOGRAPHY, AND GUIDELINES TO ASSESS NURSE MANPOWER AND HEALTH CARE FACILITIES. THE GUIDE IS DESIGNED TO BE USED WITH THE STUDENT TEXT, WHICH IS AVAILABLE AS VT 012 605 ALSO IN THIS ISSUE. (SB)

VT 012 605
RASMUSSEN, SANDRA
THE LICENSED PRACTICAL NURSE AS CHARGE NURSE: TRAINEE TEXT AND STUDY GUIDE.

NATIONAL LICENSED PRACTICAL NURSES EDUCATIONAL FOUNDATION, INC., NEW YORK, N.Y.
HEALTH SERVICES AND MENTAL HEALTH ADMINISTRATION (DHEW), BETHESDA, MD.
THE NATIONAL LICENSED PRACTICAL NURSES EDUCATIONAL FOUNDATION, INC., 250 WEST 57TH STREET, NEW YORK, NEW YORK 10019 ($5.00).
PUB DATE - 70 192P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *PRACTICAL NURSES; BIBLIOGRAPHIES; NURSING HOMES; RESIDENTIAL CARE; STUDY GUIDES; *TEXTBOOKS; JOB SKILLS; LEARNING ACTIVITIES

ABSTRACT - DEVELOPED DURING A UNIVERSITY OF MARYLAND SCHOOL OF NURSING PROJECT, REVIEWED BY 10 PRACTICAL NURSE EDUCATORS, AND FIELD TESTED IN FOUR SCHOOLS, THIS TRAINEE TEXT CONTAINS INFORMATION DESIGNED TO PREPARE STUDENTS FOR CHARGE NURSE RESPONSIBILITIES IN NURSING HOMES, EXTENDED CARE, AND RELATED FACILITIES. PART I, THE LICENSED PRACTICAL NURSE (LPN) AND LONG-TERM CARE, CONTAINS BACKGROUND INFORMATION ABOUT: (1) THE LPN TODAY, (2) MEDICARE AND MEDICAID, (3) PATIENTS, AND (4) SETTINGS FOR LONG-TERM CARE. PART II, THE LPN AS A CHARGE NURSE, DISCUSSES THE NURSE'S ROLE IN THESE CHAPTERS: (1) INTRODUCTION, (2) PLANNING PATIENT CARE, (3) COORDINATING STAFF ACTIVITIES, (4) IMPLEMENTING PATIENT CARE, AND (5) EVALUATING PATIENT CARE. PART III, EDUCATIONAL RESOURCES, LISTS RELATED BOOKS, ARTICLES, AND AUDIOVISUAL AIDS. EACH ILLUSTRATED CHAPTER CONTAINS TWO SECTIONS, ONE OFFERING BASIC INFORMATION ABOUT THE TOPIC AND THE OTHER STUDY ACTIVITIES. THE INSTRUCTOR'S MANUAL IS AVAILABLE AS VT 012 604 ALSO IN THIS ISSUE. (SB)

VT 012 661
AMBULANCE ATTENDANT TRAINING.

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. DEPT. OF COMMUNITY COLLEGES.
PUB DATE - JAN71 50P.

DESCRIPTORS - *HEALTH CCCUPATICNS EDLCATICN; *EMERGENCY SQUAD PERSONNEL; *ATTENDANT TRAINING; *TEACHING GUIDES; POST SECCNDARY EDUCATION; COMMUNITY COLLEGES; INSTRUCTIONAL AIDS; COURSE DESCRIPTICNS; CCURSE OBJECTIVES; EVALUATION METHCDS

ABSTRACT - DEVELCPED BY THE DEPARTMENT CF COMMUNITY COLLEGES OF THE NCRTH CARCLINA STATE DEPARTMENT OF EDUCATION, THIS 24-HOUR COURSE IS DESIGNED TC DEVELCP UNDERSTANDING OF ANC APPRECIATION FOR THE RCLE CF THE AMBULANCE ATTENDANT IN THE CARE ANC TRANSPORTATION OF THE SICK AND INJURED. LESSONS ARE: (1) THE AMBULANCE ATTENDANT AS A MEMBER OF THE MEDICAL TEAM, (2) CARE OF PATIENTS WITH RESPIRATORY INTERFERENCES, (3) MANAGEMENT OF PATIENTS WITH HEMORRHAGE, SHOCK, AND CCMMCN TYPES OF INJURIES, (4) CARE OF PATIENTS WITH HEAD AND/OR BACK INJURIES, (5) FRACTURES ANC DISLCCATICNS, (6) MANAGEMENT OF PATIENTS WITH CCMMCN MEDICAL CONDITIONS, (7) MANAGEMENT OF THE OBSTETRICAL PATIENT, AND (8) THE EMCTICNALLY DISTURBED PATIENT. OBJECTIVES, SUGGESTED TIME, SUGGESTED TEACHING AIDS, CUTLINE OF INSTRUCTICN, AND EVALUATICN ANC TESTING SUGGESTIONS ACCOMPANY THE LESSCNS. REFERENCES, AN EQUIPMENT LIST, FILM LIST, DEFINITIONS, AND ASSIGNMENT SHEETS ARE APPENDED. (SB)

VT 012 668
CROWTHER, MARY
THE NURSE ASSISTANT IN PSYCHIATRIC AND GENERAL HOSPITALS.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.
NEW JERSEY STATE DEPT. CF EDUCATICN, TRENTCN. DIV. CF VOCATIONAL EDUCATION
VCCATICNAL-TECHNICAL CURRICULUM LABORATCRY, RUTGERS UNIVERSITY, 4103 BUILDING, KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903 ($2.00).
PUB DATE - DEC7C 157P.

DESCRIPTORS - *HEALTH CCCUPATICNS EDUCATICN; *NURSES AIDES; *TEACHING GUIDES; HOSPITALS; PSYCHIATRIC HCSPITALS; INSTRUCTICNAL AIDS; COURSE OBJECTIVES; JOB TRAINING; JCB SKILLS

ABSTRACT - DEVELCPED BY SLBJECT MATTER SPECIALISTS AND STATE SUPERVISORS AND TESTED BY A CROSS-SECTION OF TEACHERS, THIS GUIDE IS FOR TEACHER USE IN PREPARING STUDENTS TC WCRK AS NURSE ASSISTANTS IN A GENERAL CR PSYCHIATRIC HOSPITAL. UNITS ARE: (1) INTRODUCTION TO NURSING, (2) INTRCDUCTICN TO HCSPITALS, (3) MCRNING CARE, (4) TREATMENT TIME, (5) MEAL TIME, (6) AFTERNCCN RESPONSIBILITIES, (7) PATIENTS WITH SPECIAL NEEDS, (8) CARING FOR MOTHERS AND INFANTS, AND (9) CARING FCR THE MENTALLY ILL. OBJECTIVES, PREPARATION AND PRESENTATICN SUGGESTIONS, VOCABULARY TERMS, ASSIGNMENTS, SUGGESTED AUDIO VISUALS, AND TEXT REFERENCES ACCOMPANY THE LESSCNS OF EACH UNIT. SEVERAL SUPPLEMENTARY FORMS ANC LISTS ARE APPENDED. (SB)

VT 012 765
HCSPITALMAN. NAVY TRAINING COURSE.

DEPARTMENT OF THE NAVY, WASHINGTCN, D.C. BUREAU OF NAVAL PERSONNEL.
NAVPERS 10664-B
SUPERINTENDENT CF DCCUMENTS, U.S. GOVERNMENT PRINTING CFFICE, WASHINGTON, D.C. 20402 (D208.11:H79/966, $1.25).
PUB DATE - 66 185P.

DESCRIPTORS - *STUDY GUIDES; *HEALTH EDUCATION; *HOSPITAL PERSONNEL; FIRST AID; NURSING; ANATCMY; PHYSICLCGY; *MILITARY PERSONNEL; MILITARY TRAINING; ILLUSTRATICNS

ABSTRACT - DEVELOPED FCR THE BUREAU CF NAVAL PERSONNEL, THIS TRAINING MANUAL IS TO BE USED BY NAVAL ANC NAVAL RESERVE PERSONNEL PREPARING FOR ADVANCEMENT IN THE RATE CF HOSPITALMAN. PART I DISCUSSES ELEMENTARY ANATCMY AND PHYSICLCGY, WHILE PART II OUTLINES ELEMENTARY FIRST AID AND BANDAGING PROCEDURES, AND PART III IS AN INTRODUCTION TO THE PRINCIPLES AND PRACTICES OF NURSING. ILLUSTRATIONS, PHCTOGRAPHS, AND CHARTS AUGMENT THE TEXT. A SUBJECT INDEX IS INCLUDED. (AUTHOR/SB)

VT 012 813
FABRIELE, PETER, COMP.
HEALTH CAREERS BIBLICGRAPHY FOR GUIDANCE COUNSELORS. SECOND EDITION.

NEW JERSEY HEALTH CAREERS SERVICE, TRENTCN.
NEW JERSEY CAREERS SERVICE, 375 WEST STATE STREET, TRENTON, NEW JERSEY 08618 ($2.00).
PUB DATE - 7C 129P.

DESCRIPTORS - *BIBLICGRAPHIES; *HEALTH OCCUPATIONS; *HEALTH OCCUPATIONS EDUCATION; *CCCUPATICNAL GUIDANCE; CAREER CHOICE; VOCATICNAL COUNSELING; *CCCUPATICNAL INFORMATION

ABSTRACT - THE 1,500 HEALTH CAREER BRCCHURES, PAMPHLETS, MCNOGRAPHS, FACT SHEETS, ABSTRACTS, JCB SERIES, BRIEFS, BCOKS, AND OTHERS, PUBLISHED SINCE 1964 WERE SCREENED AND EVALUATED ACCORDING TO NATIONAL VOCATICNAL GUIDANCE ASSOCIATION (NVAG) STANDARDS. ENTRIES ARE ARRANGED ALPHABETICALLY BY AUTHOR OR TITLE ACCORDING TO HEALTH CAREER DESIGNATICNS ANC CCDE NUMBERS OF THE DIRECTORY OF CCCUPATICNAL TITLES. EACH ENTRY INCLUDES AUTHOR, TITLE, PUBLICATION INFCRMATICN, PAGINATION, CCST, A LETTER REFERRING TO THE TYPE OF PUBLICATION, AND A NLMBER REFERRING TO THE NVAG RECOMMENDATION. INDEXES OF PUBLISHERS AND CCCUPATICNS ARE PROVIDED. (FM)

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VT 000 271	*ED 053 339	VT 005 424	*ED 030 770	VT 009 577	ED 034 033
VT 000 590	*ED 041 177	VT 005 450	ED 023 826	VT 009 701	*ED 041 177
VT 000 601	*ED 028 305	VT 005 458	ED 024 779	VT 009 771	ED 034 847
VT 000 697	ED 016 765	VT 005 460	*ED 028 305	VT 009 774	*ED 041 177
VT 000 783	*ED 028 305	VT 005 535	ED 023 827	VT 009 776	*ED 041 177
VT 000 785	*ED 030 770	VT 005 536	ED 023 828	VT 009 931	ED 034 877
VT 001 023	*ED 015 349	VT 005 561	*ED 032 434	VT 010 017	ED 035 734
VT 001 100	ED 013 305	VT 005 562	ED 022 900	VT 010 074	*ED 042 931
VT 001 581	*ED 030 770	VT 005 599	*ED 028 305	VT 010 511	*ED 042 931
VT 001 587	*ED 053 339	VT 005 840	*ED 034 074	VT 010 553	*ED 042 931
VT 001 876	*ED 017 746	VT 005 867	*ED 032 434	VT 010 581	*ED 042 931
VT 002 017	*ED 030 770	VT 005 868	*ED 032 434	VT 010 589	*ED 042 931
VT 002 036	*ED 015 349	VT 006 120	*ED 032 434	VT 010 687	*ED 042 931
VT 002 033	*ED 017 746	VT 006 127	*ED 034 074	VT 011 073	ED 039 461
VT 002 079	ED 017 557	VT 006 167	*ED 032 434	VT 011 175	ED 040 285
VT 002 114	*ED 041 177	VT 006 257	*ED 032 434	VT 011 208	*ED 049 382
VT 002 139	*ED 034 074	VT 006 698	ED 024 803	VT 011 214	*ED 049 382
VT 002 161	*ED 028 305	VT 006 921	*ED 037 585	VT 011 217	*ED 049 382
VT 002 206	*ED 015 349	VT 007 198	ED 027 386	VT 011 218	*ED 049 382
VT 002 281	ED 013 321	VT 007 224	*ED 041 177	VT 011 219	*ED 049 382
VT 002 592	*ED 042 931	VT 007 337	*ED 034 074	VT 011 220	*ED 045 856
VT 002 597	*ED 042 931	VT 007 346	*ED 030 770	VT 011 221	*ED 049 382
VT 002 598	*ED 042 931	VT 007 920	ED 029 955	VT 011 224	*ED 049 382
VT 002 599	*ED 041 177	VT 007 908	ED 028 275	VT 011 232	*ED 049 382
VT 002 792	*ED 013 339	VT 007 909	ED 027 421	VT 011 431	ED 041 152
VT 002 798	*ED 015 349	VT 007 956	*ED 037 585	VT 011 432	ED 041 153
VT 002 857	*ED 013 339	VT 008 047	*ED 032 434	VT 011 455	*ED 049 382
VT 002 934	ED 013 333	VT 008 056	*ED 034 074	VT 011 456	*ED 049 382
VT 002 935	ED 013 340	VT 008 234	ED 029 131	VT 011 457	*ED 049 382
VT 002 997	*ED 015 349	VT 008 321	*ED 034 074	VT 011 518	ED 041 160
VT 002 998	*ED 017 746	VT 008 333	ED 029 138	VT 011 794	ED 043 761
VT 002 999	*ED 015 349	VT 008 375	*ED 037 585	VT 011 904	ED 044 511
VT 003 000	*ED 015 349	VT 008 376	*ED 034 074	VT 012 093	*ED 053 339
VT 003 016	*ED 015 349	VT 008 418	*ED 034 074	VT 012 661	*ED 053 339
VT 003 017	*ED 013 339	VT 008 486	ED 031 565	VT 012 668	*ED 053 339
VT 003 018	*ED 015 349	VT 008 594	*ED 034 074		
VT 003 019	*ED 015 349	VT 008 616	*ED 034 074		
VT 003 020	*ED 017 746	VT 008 763	*ED 034 074		
VT 003 126	*ED 017 746	VT 008 791	ED 030 744		

This index is cumulative from Fall 1967 through Fall 1971. ED numbers designated with asterisks refer to AIM Microfiche Collections.

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